Discover UniMelb Grant Guidelines

June 2022

Student Engagement | Student and Scholarly Services

An active, dynamic, and engaging campus experience strongly aligns to the idea of a quality tertiary student experience.

In response to the detrimental effect of the Covid-19 pandemic upon the on-campus student experience, in 2022 The University of Melbourne will implement *Discover UniMelb*, to re-activate campus environments and re-orientate students to the culture, community, services, and the unique experiences of University of Melbourne campus life.

Discover UniMelb's allocation of $100,000 in Semester 2 will directly address the objectives of *Discover UniMelb* through the funding of non-academic, student focused on-campus events, activities, and projects. *Discover UniMelb* Grant Applicants can apply for up to $10,000 via one grant round in Semester 2, 2022:

- **Opens:** Monday 27 June
- **Closes:** Sunday 10 July

OBJECTIVES OF THE DISCOVER UNIMELB GRANTS

- Re-activate campus environments and incentivise on-campus attendance
- Re-orientate students to the culture, community, services, and the unique experiences of campus life
- Respond to student community needs that align with strategic initiatives such as Student Life, Cultural Commons, or Advancing Melbourne

HIGHER EDUCATION LEGISLATION

Discover UniMelb is funded by the Student Services and Amenities Fee.

Project proposals must therefore comply with Australian Government's Higher Education Legislation to be eligible for consideration. As detailed in the Higher Education Legislation, project proposals must be non-academic in nature. The categories available for SSAF (Student Services and Amenities Fees) funding expenditure are detailed in the Higher Education Legislation found here.

APPLICANT ELIGIBLITY

- Applicants must be either a current University **staff** member or **student**.
- Applicants must be able to complete the project/activity by the conclusion of Semester 2 2022
- The project/activity cannot be already completed when applying for grant funds. Funds will only be awarded to an activity in progress or yet to commence.

KEY SELECTION CRITERIA

Eligible applications will be assessed based on the following Key Selection Criteria:

1. Support the re-activation and re-orientation of students and campus environments to culture, community, services, and the unique experiences of campus life.
2. Serve a student community need or enhance service delivery, preferably demonstrating student led or co-design approaches.
3. Successfully deliver all project deliverables and contingencies by end of Semester 2

Grant applications that seek to build a sense of belonging, establish new social connections, and enhance mental wellbeing will be viewed favorably.

What will not be funded:

- An ongoing project/activity or day-to-day operations of a work unit, student club or group.
- A staff led project unable to demonstrate student participation in the project design or needs analysis
- A project/activity that is primarily partisan or religious in nature.
- The project/activity must not count towards academic credit or be undertaken as part of the assessment for a subject or course (including research).
- Projects that are solely virtual
- Projects that will not be completed by the conclusion of Semester 2 2022
- Projects that are easily and primarily funded through other suitable sources.
- Projects whose grant applicants are still owing an acquittal for any formerly allocated SSAF Grant.

DATES

Applications **open** on Monday 27 June (9am AEST) and will **close** on Sunday 10 July 2022 (12pm midnight AEST)

Outcomes will be released by Friday 29 July 2022

Late applications will not be considered.

APPLICATION PROCESS AND OUTCOME NOTIFICATION

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

Student applications are encouraged to have support from a University of Melbourne staff member (e.g., academic or professional staff member).

Staff applications are encouraged to have support from the Head of Faculty/Division/Organisation.

Applications may require endorsement from relevant stakeholders that have strategic relevance to the project. E.g Contacting IT or Business Services or Grounds for space permissions etc.

Applications are submitted and managed online via Smarty Grants. The *Discover UniMelb* Grants Program Application Form can be accessed from the website and must be submitted prior to the deadline advertised.

Applicants will receive an email acknowledging receipt of their submission.

- Incomplete and/or late applications will not be considered.
- Following the recommendations of the Selection Committee, applicants will be notified in writing of the result of their application.
- Applicants are required to complete the compulsory online briefing module on Smarty Grants prior to receiving the awarded *Discover UniMelb* Grants Program funds. Details of the online briefing module will be made available to

successful applicants after receiving notification of a successful *Discover UniMelb* Grants Program application outcome.

- Funding will be distributed within four weeks following notification of a successful application outcome. Please see payment and receipts section for further details.

BUDGET

Applicants can apply for up to $10,000 per project (maximum $3000 for catering) and should accurately reflect the scope of application with relevant quotes obtained in the budget.

The budget must include: The overall project/activity budget; The specific grant sum you are requesting; Other funding sources, if applicable (e.g., other University funding, partner organisation(s) contributions, other grants).

Unspent funds of more than $100 must be refunded to the University at the conclusion of the project and within the funding semester and should be highlighted through the Acquittal Report. If for any reason, an expenditure is unaccounted for with a receipt, a completed and witnessed statutory declaration must be provided. The University reserves the right to initiate legal proceedings regarding any unspent funds.

PAYMENT AND RECIEPTS

Student Applications, affiliated student associations and Student Clubs:
All successful student applicants will be asked to provide the Project Leader's individual Australian bank account and local contact address details to enable release of grant funds. Student applicants must be based in Australia and have Australian bank account and must ensure their details are updated correctly in the my.unimelb student portal. Payments will be made in line with University's scholarships payment dates.
Student clubs and association (with ABNs) grant applications may either raise an invoice to be sent to ssaf-grants@unimelb.edu.au **OR** provide the project leader's Australian bank account as reflected in their student portal.

Staff:
All successful Staff applications will be asked for the details of their nominated Themis Account String/s to enable release of grant funds. If successful staff will need to have this when submitting the briefing module.

UMSU/GSA/MU Sport staff:
For staff as part of a student club/association without a Themis string account, You will be asked to raise an invoice once the Student Engagement Team has provided a Purchase Order.

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 must be returned to the Discover UniMelb project fund.

REPORTING REQUIREMENTS

Briefing Module Requirement: All successful applicants will need to read through and agree to all terms of the briefing module as well as provide some further information before payment can be finalised.

Acquittal Report: All Grant recipients must deliverables are project deliverables must be completed by **November 30, 2022 and** encompass an evaluation report on the final activities delivered alongside a financial expenditure report, including contract/wage details (if any).

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

For further information and assistance, please contact the Student Engagement Team: ssaf-grants@unimelb.edu.au