

2024 SSAF Grant Program Guidelines



THE UNIVERSITY OF
MELBOURNE

January 2024

Student Engagement | Student and Scholarly Services

1. OVERVIEW OF THE GRANT PROGRAM

The University is committed to understanding and meeting the needs of a diverse student population and ensuring that all students have an experience of lasting quality and enrichment. Student Services and Amenities Fee (SSAF) funds enable a wide range of initiatives, determined in collaboration with students, in support of this commitment.

The SSAF Grant Program supports the provision of non-academic student services and amenities in compliance with Australian Government's Higher Education Legislation. The SSAF Grant Program is a small distribution of SSAF funding which, in addition to services provided by the Student Services and Amenities Fee, provides further funding for projects across a range of areas, including, but not limited to:

- student clubs and societies;
- student services;
- transitioning new students;
- supporting students' creative pursuits;
- supporting diverse student cohorts; and
- student engagement.

You can find a list of previous SSAF Grant Program recipients on the SSAF Grant Program website.

Successful student applicants can be considered towards a Melbourne Plus capability recognition.

2. HIGHER EDUCATION LEGISLATION

SSAF Grant Program project proposals must 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 funding expenditure are detailed in the Higher Education Legislation and listed below:

- Provide food or drink to students on a campus of the higher education provider;
 - Support a sporting or other recreational activity by students;
 - Support the administration of a club most of whose members are students;
 - Care for children of students;
 - Provide legal services to students;
 - Promoting the health or welfare of students;
 - Help students secure accommodation;
 - Help students obtain employment or advice on careers;
 - Help students with their financial affairs;
 - Help students obtain insurance against personal accidents;
 - Support debating by students;
 - Provide libraries and reading rooms (other than those provided for academic purposes) for students;
 - Support an artistic activity by students;
-

- Support the production and dissemination to students of media whose content is provided by students;
- Help students develop skills for study, by means other than undertaking courses of study in which they are enrolled;
- Advise on matters arising under the higher education provider's rules (however described);
- Advocate for students' interests in matters arising under the higher education provider's rules (however described);
- Give students information to help them in their orientation; and
- Help meet the specific needs of overseas students relating to their welfare, accommodation and employment.

3. KEY DATES

Date	Action
Monday 26 February, 9AM	Applications open
Sunday 17 March, 11.59PM	Applications close. Late applications will not be considered
Friday 26 April	Outcomes released
Friday 10 May	Funds released to successful applicants
Monday 24 July	Progress report due for grants valued at \$7,000 or more
Monday 24 October	Project completion and acquittal due date

4. APPLICANT ELIGIBILITY

- 4.1 Applicants must be either a current University staff member (UMSU or GSA Staff Included or student.
- 4.2 Applicants may be affiliated with or be a representative of a student organisation or other University associated organisation.
- 4.3 Applicants must be able to complete the project/activity within the year they have been granted the funds.
- 4.4 All applicants listed must have provided an Acquittal Report (fully acquitted with no outstanding debts) for all previously awarded Grant Program funds.
- 4.5 The project/activity must not be a repeat project that has been previously funded by an UoM awarded Grant funds. Applications that are similar in nature to a prior project/activity must be explained in the application.
- 4.6 Student applications must have the support from a University of Melbourne mentor (e.g. academic or professional staff member or a University of Melbourne Alumni). Staff applications must have the support from an appropriate level manager, collaborator or colleague. More information is included in section 9 of the guidelines below.

5. PROJECT ELIGIBILITY

- 5.1 The project/activity cannot be already completed prior to the grant application and assessment date – 26 April 2024. Funds will only be awarded to an activity yet to commence or in progress.
- 5.2 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 for assessment (credit) for a subject or completion of a course (e.g. directly related to PhD)
 - A project/activity that is primarily partisan or religious in nature.
 - A Theatre project. For UOM theatre funding options please apply for a student Theatre Grant.
 - In the spirit of ensuring that the allocated SSAF funds reserved to the SSAF Grant Program are allocated to seed funding new student led approaches to the greatest diverse student community the 2023 SSAF Grant round will no longer be accepting multiple applications from the same entity, nor reviewing project ideas that are too similar in nature to previously awarded SSAF Grants. Please reach out to ssaf-grants@unimelb.edu.au, should you have any questions.
- 5.3 The project/activity must not count towards academic credit; or be undertaken as part of assessment for a subject or course (including research).
- 5.4 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.
- 5.5 The applicant must demonstrate all sources of possible grant income through other grant schemes. I.e Club connections grants, Health Promotions Grants applications.

6. GRANT OUTCOME DOMAINS

6.1 Eligible applications will be assessed based on one of the following SSAF Outcome domains:

Outcome Domain	Summary
Arts & Culture	<i>Focus on student led offerings and participation in arts and culture, on campus.</i>
Belonging & Access	<i>Focus on student community building and equalising access.</i>
Health and Wellbeing	<i>Focusing on Student physical, mental health and building healthy communities.</i>
Sustainability	<i>Focus on sustainable practices to improve student access and bettering resources.</i>

7. ASSESSMENT AND KEY SELECTION CRITERIA

Eligible applications will be assessed based on one of the following SSAF key Selection Criteria and Priorities:

- Innovative and feasible Grant Project idea.
- The extent to which the project addresses a student need or current service gap.
- Demonstration of an ability to engage with the student community.
- Applications that demonstrate strong cross-collaboration across the university and alignment with the following strategies or SSAF Priorities will be viewed favourably:
 - Alignment with University strategy and student experience goals (including the [Advancing Melbourne 2030 Plan](#)).
 - Commitment to consultation with student-related groups and engagement of students as partners in decision making.
 - Commitment to addressing equity and diversity goals. Equity and Diversity goals can be found in the [Advancing Melbourne 2030 Plan](#).
 - Widening Participation and a commitment to representation of student groups, cohorts and campuses.
 - Student Health and Wellbeing
 - Sustainability

8. APPLICATION PROCESS AND OUTCOME NOTIFICATION

- 8.1 Students and staff may submit applications as individuals or in teams. If submitted as a team, a Project/Activity Leader must be nominated as the responsible party.
- 8.2 Applications may require endorsement from relevant stakeholders that have strategic relevance to the project e.g. building work needs additional endorsement from the relevant Faculty/Division responsible for managing University infrastructure.
- 8.3 Applications are submitted and managed online via SmartyGrants. The SSAF Grant Program Application Form can be accessed from the [SSAF Grant Program website](#) and must be submitted prior to the deadline advertised. Applicants will receive an email acknowledging receipt of their submission.
- 8.4 Incomplete and/or late applications will not be considered.
- 8.5 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 SSAF Grant Program application closing date.
- 8.6 The Selection Committee may impose additional conditions on the grant where it is considered warranted.

9. BUDGET AND PROJECT TIMELINE

- 8.1 Applicants can apply for up to \$20,000 per project 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).
- 8.2 Funds must be used for the purposes set out in the proposed application.
- 8.3 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. Progress Report and/or Acquittal Report).
- 8.4 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.
- 8.5 Student applicants must be able to finalise acquittal prior to completing their degree otherwise sanctions may be imposed on their student record.
- 8.6 Funding may be requested for items that directly support the SSAF Grant Program project/activity.
- Some examples of itemised budget items could include:
- Equipment
 - Maintenance
 - Travel
 - Other Materials
 - Catering and Venue Hire (catering is capped at 30% of spending allocation request)
 - Training for staff/students
 - Professional payments (please include relevant invoice if contractor ABN)
 - Other relevant items
- 8.7 If your project/activity involves building development of any kind, including refurbishments, you will need approval from the leadership of your Faculty/Division/Department and any other relevant divisional support to demonstrate that your project aligns with University infrastructure planning.
- 8.8 Requests for direct payments to partner organisations, such as donations, purchase of equipment supplied by the partner and hire of partner organisation facilities, will not be funded.
- 8.9 Details regarding the dates for key activities and corresponding expenditures for the project/activity should be indicated in the Project Timeline (see the *Resources* section of the SSAF Grant Program website).

10. MENTORS/PROFESSIONAL SUPPORT

- 9.1 Each student application 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 SSAF 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 Applicants may not be named as a mentor on their own application.
- 9.4 A mentor is not required for applications made by University, UMSU, GSA or MU Sport affiliated groups, clubs or societies.
- 9.5 Each staff applicant must have the support from their manager, collaborator, or colleague.

11. REPORTING REQUIREMENTS

- 10.1 Reporting requirements for successful SSAF Grant Program applications will typically include:
- **Agreement:** Successful applicants are required to complete the compulsory online briefing module and Agreement via SmartyGrants prior to receiving the awarded SSAF Grant Program funds.
 - Any funding caveats stipulated will be documented through this agreement.
 - **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.
 - **Progress Report:** must be completed by **24 July** for all grants valued at \$7,000 or greater, outlining expenditure and activities to date.
 - **Funds Release Form:** For student projects granted more than \$7000, the payments will be released in two instalments – an initial instalment of \$7000 and a second instalment with the remainder of the funds once the initial funds have been exhausted and a funds release form has been completed.

- **Variation Requests:** If there are variations to the budget or reallocations of funds >20% of the total awarded SSAF Grant Program funding amount, or an Acquittal Extension request, please email the Student Engagement Team for approval.
 - Variation Requests are to be submitted no later than 3 weeks prior to agreed Acquittal date with an outcome to be notified within 7 business days.
 - Submission of Variation form is a request only and not confirmation of variation or proposed actions.
- **Acquittal Report:** must be completed by **24 October 2024**. This involves completing a final report evaluating the completed activities and project outcomes and a full record of the project/activity's expenditure, including contract/wage details (if any). For projects that conclude after this date, please contact the student engagement team to discuss your acquittal options.
 - Any unspent funds must be declared in the acquittal. Unspent funds of \$100 or greater must be refunded to the University.

10.2 The University of Melbourne may use information provided in the SSAF Grant Program applications and Progress Report, Acquittal Reports and other activity reports for promotional purposes.

12. PAYMENT

- 12.1 Funding will be distributed within six weeks following notification of a successful application outcome.
- 12.2 All successful applicants will be asked to provide their Project Leader's individual Australian bank account and local contact address details (for student applicants), or the details of the nominated Themis Account String/s (for staff applicants), to enable release of grant funds.
- 12.3 Student applicants must be based in Australia and have Australian bank account and they also must ensure their details are updated correctly in the my.unimelb student portal.
- 12.4 Payment information will be provided via the Agreement, for successful applicants.
- 12.5 Student grant recipients with grants above \$7000 will receive their payments in two instalments, with the second instalment released once the initial \$7000 has been spent and a Funds Release Form has been submitted (this must be done in advance to accommodate payment schedules).
- 12.6 GST– GST will not be paid on grant funds; Grantees are obliged to adhere to any service contract where GST is applicable)

13. SALARIES AND ROLES

- 12.1 **Staff salaries:** If your budget consists of payments (for either fixed-term or casual contracts), staff salaries must be drawn up according to The University of Melbourne's HR protocols/grading (please follow-up with your HR Department/Business Partner).
- 12.1.1 **A salary or Fee for the administration of grant is prohibited.**
- 12.2 **Contractor or student salaries:** Contractor or Student salaries must be drawn up in accordance with the FairWork Act and other relevant industry standards. Contractors must provide a valid ABN.
- 12.3 **Students@Work:** If recruitment of staff is required for delivery of your grant project, the Students@Work program can offer assistance with recruitment of a student staff member.
- 12.4 **Acquittal Report:** To acquit salaries and wages relating to a grant project, a statutory declaration must be completed by the project leader detailing hourly rate and a description of services/activities of the staff to support the use of funds for salaries/wages.

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