

FBE Clubs Grants Program Guidelines



THE UNIVERSITY OF
MELBOURNE

July 2023

Clubs Grants Program (CGP) | Faculty of Business and Economics (FBE)

Welcome to the application process for the **Clubs Grants Program (CGP)** offered by the Faculty of Business and Economics (FBE) for FBE-affiliated clubs. The CGP provides funding for events, projects and activities that promote the well-being and enhance the experience of FBE students.

To assist with your application, please read the guidelines and eligibility criteria carefully and provide all the necessary information and documents required to complete the application. We encourage you to explore alternative funding options as **grant funding is not guaranteed**.

We look forward to receiving your application and working with you to create a vibrant and engaging student community at FBE.

Each club can apply for up to \$600 to be spent during Semester 2, 2023.

Key dates are as follows:

DATES	ACTION
Monday 31 July 2023	Applications open 9:00AM AEST
Sunday 20 August 2023	Applications close 11:59PM AEST. Late applications will not be considered
Friday 1 September 2023	Outcomes released
Friday 16 September 2023	Funds released to successful applicants
Monday 23 October 2023	Recommended project completion
Monday 30 October 2023	Acquittal due date

1. What is the CGP vision?

The CGP supports clubs and societies affiliated with the Faculty of Business and Economics (FBE) that seek to promote a dynamic, collaborative, and inclusive student experience. It does this by encouraging clubs to engage with each other, the Faculty, and industry in the creation of unique, innovative experiences and opportunities for the FBE student community.

Clubs have financial support to run events they feel benefit their student community.

2. Key Selection Criteria (Stream and Priorities)

Eligible applications will be assessed based on one of the following **funding streams**:

Stream	Summary	Information
Category 1	Small Project Grant	Grants up to \$200<
Category 2	Growth Project Grant	Grants above \$200>

Applications must address one of the following **priorities**:

- Building student communities that enhance a sense of belonging.
- Supporting students to develop job-ready skills and knowledge.
- Providing work-based learning opportunities for students.
- Providing opportunities for students to engage with industry and grow their professional network.
- Supporting students to become innovators and change makers.
- Engaging and collaborating with professional and academic staff in FBE and across the University.
- Supporting students to develop their leadership capability.
- Supporting diverse and inclusive participation in programs and activities.

3. Application Eligibility

- 3.1 Clubs seeking funding must be affiliated with FBE.
- 3.2 Grant funding is not guaranteed, and clubs are encouraged to explore alternative funding options.
- 3.3 Late applications will not be accepted.
- 3.4 Clubs must have an associated Australian Bank Account

4. Project Eligibility

- 4.1 Student-led events and initiatives that directly impact the FBE student community.
 - 4.1.1 Enhance the student experience.
 - 4.1.2 Directly impact FBE students (BCom or MBS).
- 4.2 Funding may include, but is not limited to:
 - 4.2.1 Events may include panel discussions.
 - 4.2.2 Networking nights/sessions.
 - 4.2.3 Corporate functions.
 - 4.2.4 Recruitment drives.
 - 4.2.5 Workshops.
- 4.3 The following activities and projects will not be funded:
 - 4.3.1 Internal committee retreats.
 - 4.3.2 Activities exclusive to committee members only.
 - 4.3.3 A project or activity, unable to demonstrate student participation in the project design or needs analysis.
 - 4.3.4 A project/activity that is primarily partisan or religious in nature.
 - 4.3.5 The project/activity must not count towards academic credit or be undertaken as part of the assessment for a subject or course (including research).

- 4.3.6 Projects that are solely virtual.
- 4.3.7 Projects that will not be completed by the conclusion of Semester 2 2023.
- 4.3.8 Projects that are easily and primarily funded through other suitable sources.

5. Alignment with the key principles of the CGP, FBE and other UoM strategies

- 5.1 Clubs and Societies seek to treat everyone with courtesy and to be considerate towards others in all circumstances. Clubs and Societies always promote the wellbeing and safety of club members.
- 5.2 Clubs and Societies aim to treat people fairly, and to work to create an environment that promotes mutual respect and accessibility. This involves being culturally inclusive, and actively working to be aware of the specialised needs of others and ensuring events are accessible.
- 5.3 Clubs and Societies seek to be consistent in fulfilling any tasks and roles required of the position of club committee members in a timely manner and to a satisfactory standard. This includes the respectful treatment of power relationships, and not misusing funds or other privileges provided by UMSU/GSA and FBE.
- 5.4 Clubs and Societies aim to act with integrity when dealing with all club matters and promote a trusting relationship between all parties by communicating openly.

6. Club and Grantee Obligations

- 6.1 Affiliation with the University of Melbourne Student Union (UMSU) or the Graduate Student Association (GSA), to ensure that club activities are adequately covered by insurance.
- 6.2 Attendance of the Club President and/or Vice President at all Faculty run Club Executive Meetings (occurring at least once per semester).
- 6.3 Timely submission of a Semester Review and Semester Plan, with all required fields completed, each semester.
- 6.4 Ongoing and accurate record-keeping of student attendance numbers (inclusive of Student IDs) at all club events. Provision of this data within 14 days of the event's delivery date via an online form.
- 6.5 Timely event evaluation and reporting using quantitative and/or qualitative metrics to be provided by end of Semester 2, 30 October 2023. All events funded under the Clubs Grants Program are required to complete and include an event evaluation survey that integrates Faculty-specified metrics Acquittal (to be provided upon approval of grant).
- 6.6 Timely inclusion of all events and programs in the FBE Clubs and Societies calendar. Submission should be in the form of a calendar invitation sent to the following email address: fbe-clubs@unimelb.edu.au. An abbreviation of the club's name should be included at the start of the subject line followed by the name of the event.
- 6.7 Faculty notification of all upcoming events and provision of media releases (external blog posts, articles, etc.) where appropriate.
- 6.8 Proactive and timely response (2 business days) to email communications from the Faculty.
- 6.9 Attendance by at least 1 executive member at mandatory training and development workshops
- 6.10 Compliance with the University of Melbourne's Student Conduct Policy and other related policies, especially when communicating with external parties.

7. Proposed Budget

- 7.1 Budget breakdown, including a detailed breakdown of all costs associated with the project/activity, and any external funding or sponsorship received.
- 7.2 The budget should include as much detail as possible and must include:
 - 7.2.1 The overall project/activity budget
 - 7.2.2 The specific grant sum you are requesting.
 - 7.2.3 Other funding sources, if applicable (e.g., other University funding, Business partner organisation(s) contributions, other grants). This could include quotes from service providers. All prices should be quoted including GST.

7.3 Unspent funds of more than \$100 must be refunded to the University at the conclusion of the project and within the funding year and should be highlighted via 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.

8. Payments

- 8.1** Payments will be made to the club's designated bank account, and not individual accounts.
- 8.2** Payments are made directly from FBE Themis String Account Code.
- 8.3** Payment processing may take more than 14 days from the grant approval date.
- 8.4** Clubs must maintain accurate financial records and receipts for all grant-funded purchases.
- 8.5** 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.

9. Reporting Requirements

- 9.1 Acquittal Report:** All Grant recipients must have all project deliverables completed by 30 October 2023 and encompass a metrics evaluation and data report on the final activities delivered alongside a financial expenditure report, including contract/wage details (if any).
 - 9.1.1** 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.
- 9.2 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.

For further information and assistance, please contact the Faculty of Business and Economics (FBE) Student Experience team: fbe-clubs@unimelb.edu.au