

DUSA BOARD GRANT GUIDELINES



WHAT IS A DUSA BOARD GRANT?

A DUSA Board Grant is available to affiliated DUSA Club and Societies. It is essential to note that this grant can only be used if the funds you are applying for cannot be received through a DUSA Clubs Grant (does not fit within the Club Grant criteria/guidelines) or all Club Grant money has been exhausted. Your grant application will be carefully evaluated by your elected Student Council at the monthly meeting and will be approved based on your proposition of value to Deakin students and fulfilment of the criteria below.

WHO IS ELIGIBLE FOR FUNDING?

In order to be eligible for a DUSA Board Grant all clubs/societies must:

1. Participate in both trimester 1 and trimester 2 Orientation Week - as specified by their campus support officers,
2. Have a minimum of 20 financial members (10 for Warrnambool),
3. Run a minimum of one club event or have a stall per trimester (T1/T2).

MINIMUM REQUIREMENTS

1. Your club/society must not be able to receive the funds you are applying for through a DUSA Clubs Grant or DUSA Clubs Grant funds have been exhausted
2. Application must show efforts to fundraise and cover some of the cost from club funds (Board Grants will not cover 100%)
3. Application must benefit students outside of the club/society committee

CRITERIA

In addition your grant application must meet at least one of the following criteria. The more criteria your application meets the more likely your club grant will be approved.

- An initiative that has significant value to Deakin students and is beyond the financial means of the club,
- An initiative that engages a large number of Deakin students and is beyond the financial means of the club,
- Is held in conjunction with another Club/Society,
- Engages Deakin students beyond your Club/Society members,
- Engages students from multiple campuses,
- Involves a temporary loan for a large deposit (e.g. venue deposit).

HOW DO I APPLY?

STEP 1

Fill out the Board Grant Application Form

STEP 2

Submit your application to your campus Club Support Officer

(DUSA Student Council meetings are held monthly and applications can only be considered if received prior to the closing of the Agenda. As a guide applications should be submitted at least six weeks prior to the funds being required. Therefore check with your support officer the dates of the Student Council meetings and submit your applications well in advance. All Board Grant applications are subject to approval by your elected DUSA Student Council. Please note grant money cannot be used for the purchasing of alcohol.)

DUSA BOARD GRANT APPLICATION FORM



CLUB & CONTACT DETAILS

Club/Society name: _____ Campus: _____
Name of Club Executive: _____ Date of application: _____
Email: _____ Contact number: _____

APPLICATION DETAILS

01. Date of club meeting to discuss this board grant application: _____

02. Have you checked your clubs eligibility and your application meets the minimum requirements? ☐ Yes ☐ No

03. What area/s of the Board Grant criteria does your application meet? (Please tick)

- | | |
|--|--|
| <input type="checkbox"/> An initiative that has significant value to Deakin students and is beyond the financial means of the club, | <input type="checkbox"/> Engages Deakin students beyond your Club/Society members, |
| <input type="checkbox"/> An initiative that engages a large number of Deakin students and is beyond the financial means of the club, | <input type="checkbox"/> Engages students from multiple campuses, |
| <input type="checkbox"/> Is held in conjunction with another Club/Society, | <input type="checkbox"/> Involves a temporary loan for a large deposit (e.g. venue deposit). |

04. Provide a detailed explanation of what the board grant application is funding: _____

05. Briefly describe who will benefit from this board grant: _____

06. Briefly describe why you think this board grant will be beneficial to these students: _____

07. Please attach a breakdown of the Club/Society's budget and include the following (include points 3 and 4 if applicable):

- Total amount club is applying for,
- How much money your club/society will be contributing from your club funds and/or ticket sales,
- Relevant quotes from suppliers, venues, etc (for grant applications in excess of \$1500 at least two quotes must be sourced),
- And any other supporting documentation.

08. Outline how much of your Club Grant funding has been applied for: _____

09. If application is for a number of club members to attend a specific event (ie a conference) please show how those members will be selected (e.g. what internal and transparent application process is there and who will make the decisions regarding selection, noting that all club members must be given an equal opportunity): _____

10. If the event has been run in the past please provide an explanation of how the event went in previous years: _____

SUBMITTING YOUR APPLICATION

Submit your application to your campus Club Support Officer via email or in person.

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OFFICE ONLY SECTION

Amount in club account: \$_____ Total amount of Club grant money applied for T1 and T2: \$_____

Supporting statement: _____

SIGNATURE OF SUPPORTING OFFICER

DATE

FURTHER INFORMATION

If you any further questions about DUSA Board Grants your best contact is your campus Support Officer.