
WHAT IS A DUSA CLUB GRANT?

A DUSA Club Grant is available to affiliated DUSA Clubs. This grant allows DUSA clubs to apply for funding to assist with **partially** covering the costs associated with learning and development, venue hire and equipment, promotional items and located and online events and activities to provide subsidies for your club membership base in instances where a financial/monetary loss is predicted/incurred. Grant money is not automatically received and is not applicable where the proposed club event/initiative/merchandise is resulting in a club profit.

The DUSA Club Grant Application Form can be accessed through your club Rubric account.

All grant applications are subject to approval by your Club Support Coordinator (CSC) and your CSC will monitor your compliance with the below minimum requirements. CSC's will consider clubs personal funds (high funds balance clubs may be asked to utilise club funds), fundraising efforts, member benefit/reach, level of activity during the Trimester and sales income (ticket sales, merchandise sales etc) when approving grant applications.

Club grants can be applied for to assist with covering up to 50% of the expenses incurred to a club, up to the point of break even. Club funds and other income streams should also be used to assist with covering the financial loss incurred. In instances where there are mandated requirements for clubs (RSF, First Aid, other professional development requirements), a greater percentage of grant money can be applied for.

Below are some examples that may assist with calculating how much you can apply for.

Example 1:

An event costs \$100.

The club sells tickets to the event, and has an income of \$20. This leaves a loss of \$80.

A Club Grant of \$50 can be applied for, as this is 50% of the total event cost.

Example 2:

An event costs \$100.

The club sells tickets to the event, and has an income of \$70. This leaves a loss of \$30.

A Club Grant of \$30 can be applied for, as any higher would result in a profit, and \$30 is under 50% of the total event cost.

Grant money is available to be applied for/spent in relation to the current Trimester. For example, grant money applied for in T1 can be spent on events in T1 and is not eligible for use for T2 events (T2/3 grant money can be used for T2 events). Grant money helps to partially cover/subsidise the cost of events/items (grant money is unable to cover the full cost of events/items). T2/3 grant money can be applied for (and must be spent/reimbursed) up until the end of the second week of December (to allow for payment to be processed prior to Christmas closure). From January each year, T1 Club Grants are applicable, and T3 Club Grants are no longer available.

Grant applications can be applied for on an event by event or item by item basis. For example, a grant application may be submitted to partially subsidise the cost of one hundred pens (as opposed to submitting a grant application with no specific details of what is being purchased/costings). Don't forget to take into consideration the number of club members when putting forward a grant application!

It is the responsibility of the Club Executives to ensure that the club is financially sustainable, and that proposed expenses are at an appropriate level taking into consideration the club's current financial position. Club grants are available when an event is running at a financial loss and is not applicable if a proposed event/initiative/item is making a profit for the club. Your current grant balance will be

available via Rubric, or you can ask your CSC for a current balance of your club grant and funds at any time. You will also receive weekly Profit and Loss report to your main club email which includes your club balance.

Grant applications are unable to be used to only benefit Executive/Committee members and are available to subsidise expenses relevant to your club membership base (not applicable for non-members). Please **note grant money cannot be used for the purchasing of alcohol (both on and off campus).*

HOW MUCH CAN OUR CLUB APPLY FOR IN GRANT MONEY?

Each DUSA Club falls into a tier based on their membership statistics. After orientation week in both T1 and T2, the club tier for the Trimester ahead is determined. After the club tier is determined at the end of week 1 of T1 and T2, the club will no longer be eligible to advance to a higher tier for that trimester.

If a club does not have 20 members at the end of week 1, they will not be eligible for the club grant for the Trimester ahead. Clubs can access up to \$500 in T1 Grant Money prior to the tier being allocated. New Clubs have access to their \$500 New Club Grant and will be able to apply for their T1 Club Grant after their grant tier allocation at the end of Week 1. Restarting clubs have access to their roll-over funds and will be able to apply for their T1 Club Grant after their grant tier allocation at the end of Week 1.

Please note DUSA Club Grants in Trimester 3 can only be approved/spent up until the second week of December.

	No. of members	Funding
Tier 1	20-70 student members (10 for Warrnambool)	\$1250 in T1 and \$1250 in T2/T3
Tier 2	70-150 student members	\$1500 in T1 and \$1500 in T2/T3
Tier 3	150+ student members	\$1750 in T1 and \$1750 in T2/T3

WHO IS ELIGIBLE FOR FUNDING?

To have access to DUSA Club Grant money all clubs must comply with some minimum requirements:

1. All DUSA Clubs must participate in Trimester 1 Orientation Week - as specified by their Club Support Coordinator.
2. You must host a minimum of two club events per Trimester 1 and Trimester 2 (this does not include club stalls or AGM's).
3. You must have a minimum of 20 student members at the end of Week 1. (new clubs can use their 'New Club Grant' money prior to the grant tier allocation after OWeek)
4. Your club must submit their grant application form with a full event package via Rubric at least 4 weeks prior to the event for located events (6 weeks' for large scale events) and at least 10 days' prior for online events (please keep in mind that promotion of events/merchandise can commence only after written approval is received)
5. The Club Grant is used to subsidise costs for current club members and does not benefit Executives only
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7. Your Club Executive team must have attended the mandatory Club Executive training session