



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 loss is predicted. Grant money is not automatically received and is not applicable where the proposed club event/initiative/merchandise is resulting in a club profit.

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, fundraising efforts, member benefit/reach, level of activity during the Trimester and sales income (ticket sales, merchandise sales etc.) when approving grant applications.

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 can be used 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) by end of second week of December (to allow for payment to be made prior to Christmas closure).

Grants can be applied for to help partially subsidise the cost of both online and located events/initiatives in a way that directly benefits your club member base. For example, grant money could be used to support your club in having a strong digital presence, or for located events which can enhance your member's experience.

Grant applications are 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 100 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 clubs 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. You can ask your CSC for a current balance of your club funds at any time.

*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

| | 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 |

**Please note DUSA Club Grants in trimester 3 can only be approved/spent up until the 15th of December.*

WHO IS ELIGIBLE FOR FUNDING?

In order 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 (new clubs can use their 'New Club Grant' money prior to the grant tier allocation after OWeek) at the end of Week 1.
4. Your club must submit their grant application form with a full event package to their Club Support Coordinator at least 4 weeks prior to the event for located 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

HOW DO I APPLY?

Applying for a grant is easy just follow this three step process.

STEP 1

Prepare an Event package:

- Event Request package (online event package or located event package)
- Room Booking form (if applicable)
- Risk Assessment (e.g. Alcohol risk assessment, food risk assessment)
- Any advertising material e.g. posters

STEP 2

Fill out DUSA Club Grant form.

STEP 3

Submit your Club Grant form and Event package to your Club Support Coordinator **at least 4 weeks prior** for located events and **at least 10 days prior** for online events. Your Club Support Coordinator will then notify you of the outcome of your application. Don't forget event approvals can take 3-5 business days, factor this into your planning!



FURTHER INFORMATION

The club grant application form is available on page 4 of this document. Please email this document to your CSC.

If you any further questions about DUSA Club Grants, please see below CSC contact details.

| Club Support Coordinators | Campus | Phone | Email |
|---------------------------|------------------------|-----------|--------------------------------|
| James Pountney | Geelong Warrnambool | 5227 8034 | james.pountney@deakin.edu.au |
| Sophie Elizabeth | Burwood | 9244 6952 | sophie.elizabeth@deakin.edu.au |



CLUB DETAILS

Club name:

Primary campus:

Executive submitting application:

Club email:

Date of Club Executive meeting to discuss grant submission:

APPLICATION TYPE (select one or more of the below)

- ☐ **Learning and development** (online or located education activities, training sessions, guest talks and external conferences)
- ☐ **Venues and equipment** (function room hire, sports equipment)
- ☐ **Apparel/promotional items** (banners, t-shirts, pens)
- ☐ **Events and activities** (online or located events)

APPLICATION DETAILS

Total cost of event, initiative or item/s:

Total income relating to this event, initiative or item/s (e.g. ticket sales)

Amount being contributed from club funds:

Grant amount being requested:

Is this for an event (Y/N)?

Event name:

What will you use your grant money for? (Maximum 100 words)

How will your members benefit from this grant? (Maximum 100 words)

AUTHORISATION

Club Exec 1.

approval:

SIGNATURE

PRINT NAME

DATE

Club Exec 2.

approval:

SIGNATURE

PRINT NAME

DATE