

**VUPA Project Funding Grant Application Form**

email to : president@vupa.org.au

Last edit: July, 2019

victoria university postgraduate association

**VUPA Funding Grant Application**

**Guidelines**

**Abbreviations:**

VU: Victoria University

VUPA: VU Postgraduate Association

SSAF: Student Services Amenities Fee

**Funding grant application instructions:**

1. VUPA accepts grant applications all year round with applications being reviewed at monthly board meetings. These meetings are held on the first Thursday of every month and, as such, grant applications must be submitted to [VUPA@vu.edu.au](mailto:VUPA@vu.edu.au) at least 7 days prior to the meeting to be heard. Applications submitted within 7 days of the meeting will be heard at the following meeting.
2. VUPA highly suggest reading information about VUPA, our values and our mission on our website ([www.vupa.org.au](http://www.vupa.org.au)) prior to completing this application.
3. The maximum grant amount available is $2,500 per project, however, VUPA strongly recommends that all amounts requested are strongly validated.

**Applications will be assessed based on the capacity to complete one or more of the following:**

1. Capacity to deliver projects that align with VUPA’s values and mission
2. Capacity to improve postgraduate student well-being, employability or retention
3. Ability to improve the profile of VUPA
4. Ability to develop collaboration between VUPA, VU Postgraduate students, VU Alumni and industry

**Inclusion criteria:**

1. The lead applicant must be an enrolled or proven student or staff member of VU for the entirety of the project
2. The lead applicant must accept full financial responsibility for the project, including, but not limited to, monthly reporting to VUPA on expenditure, completion and performance of the project
3. All applicants must be an enrolled or proven student or staff member of VU at the time of application and VUPA must be informed if this status changes throughout the project.

**Successful Applications**

Successful applications will be selected by the VUPA Executive committee and the lead applicant notified by email. Unsuccessful applications will also receive notification with a brief explanation of why the application was denied available on request.

**Payment of Funds, financial responsibility and reporting**

If your application is successful, the release of funds will be determined by the VUPA executive on a case to case basis. VUPA will either transfer the funds to your association or college account, or, in most cases request invoices which will be paid for by the VUPA treasury. Funds not spent as outlined in Section 3 of this application will be required to be returned to VUPA. All funds allocated to the project that are spent require transactional proof and must be reported to VUPA for full transparency. The lead applicant is responsible for all financial expenditure, return of unspent finance to VUPA and the reporting of finances to VUPA.

**Conditions**

Successful applicants are expected to:

1. Display “Proudly Sponsored and Funded by VUPA” with the VUPA logo on all printed, posted, displayed or otherwise related media material linked to the project.
2. Acknowledge VUPA’s contribution in all social media and website event pages, speeches and videos
3. Report monthly to the VUPA executive at monthly meetings, either in person or through soft-copy report, on the progress of the project.
4. Supply all financial transactional receipts and invoices and a short review of the project in a well formatted report at the completion of the project to the VUPA executive.
5. Allow VUPA to promote the project through our marketing streams and use any or all photographs or videos taken throughout the project.

# Section 1: Application Team

**1.1 Primary applicant (Primary applicant must be an active student or staff member of Victoria University and must continue to be throughout the project, the primary applicant will be financially responsible for the project and all reporting to VUPA)**

|  |  |
| --- | --- |
| Title |  |
| Full name |  |
| Student/Staff number |  |
| College and Associations (i.e student groups, institutes etc) |  |
| Telephone - mobile |  |
| Telephone - other |  |
| Email address |  |

# 1.2 Team members (Team members must be an active student or staff member of Victoria University at the time of the application, add more as required)

Team Member 1

|  |  |
| --- | --- |
| Title |  |
| Full name |  |
| Student/Staff number |  |
| College and Associations (i.e student groups, institutes etc) |  |
| Telephone - mobile |  |
| Telephone - other |  |
| Email address |  |

Team Member 2

|  |  |
| --- | --- |
| Title |  |
| Full name |  |
| Student/Staff number |  |
| College and Associations (i.e student groups, institutes etc) |  |
| Telephone - mobile |  |
| Telephone - other |  |
| Email address |  |

# Section 2: Project

* 1. **Description of Project**

This table is intended for the VUPA advisory committee and will be used to assess the merit of your proposal.

|  |  |
| --- | --- |
| Project title |  |
| Background (max. 500 words)  (Consider the following as a minimum:  Why is this project needed?  How will postgraduate students benefit from the project?  Why is funding be requested from VUPA?  How will VUPA benefit from funding this project? |  |
| Project aim and specific objectives (max. 150 words) |  |
| How will the project be implemented and the above objectives measured? (max. 400 words) |  |
|  |  |
| Resources required?  (Equipment, expertise, people, live streaming, advertising etc. ) |  |

**Section 3: Financials and reporting**

**3.1** Please indicate all expenditures and how the requested total will be spent (please add more lines as required)

|  |  |
| --- | --- |
| **Indicative Budget**  ***Maximum grant value $2,500*** | **$ Amount Requested** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**3.2** Which government-prescribed purpose(s) does this project fall under?

|  |  |
| --- | --- |
| Providing food or drink to students on campus |  |
| Supporting a student sporting or recreational activity |  |
| Supporting the administration of a club most of whose members are students |  |
| Caring for children of students |  |
| Providing legal services to students |  |
| Promoting the health or welfare of students |  |
| Helping students secure accommodation |  |
| Helping students obtain employment or career advice |  |
| Helping students with their financial affairs |  |
| Helping students obtain insurance against personal accidents |  |
| Supporting debating by students |  |
| Providing libraries and reading rooms (other than those provided for academic purposes) for students |  |
| Supporting an artistic activity by students |  |
| Supporting the production and dissemination of media by students to students |  |
| Helping students develop study skills outside their enrolled course of study |  |
| Advising on matters arising under Victoria University’s rules |  |
| Advocating students’ interests in matters arising under Victoria University’s rules |  |
| Giving students information to help them in their orientation |  |
| Helping meet the specific needs of overseas students relating to their welfare, accommodation and employment. |  |

**3.3** How will expenditure be managed and how will you report expenditure to VUPA?

|  |
| --- |
|  |