



FUNDING APPLICATION

PROCESS AND GUIDELINES



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1. Introduction

In acknowledgement of the important role Clubs, Groups and Societies play in enhancing university life and the student experience, the Student Representative Council provides funding opportunities to support the activities of affiliated Clubs, Groups and Societies.

Complementing the Clubs and Societies Handbook, this guide is maintained by the Student Representative Council. It outlines the process for submitting funding applications and describes the funding categories available to CQUniversity affiliated clubs and societies.

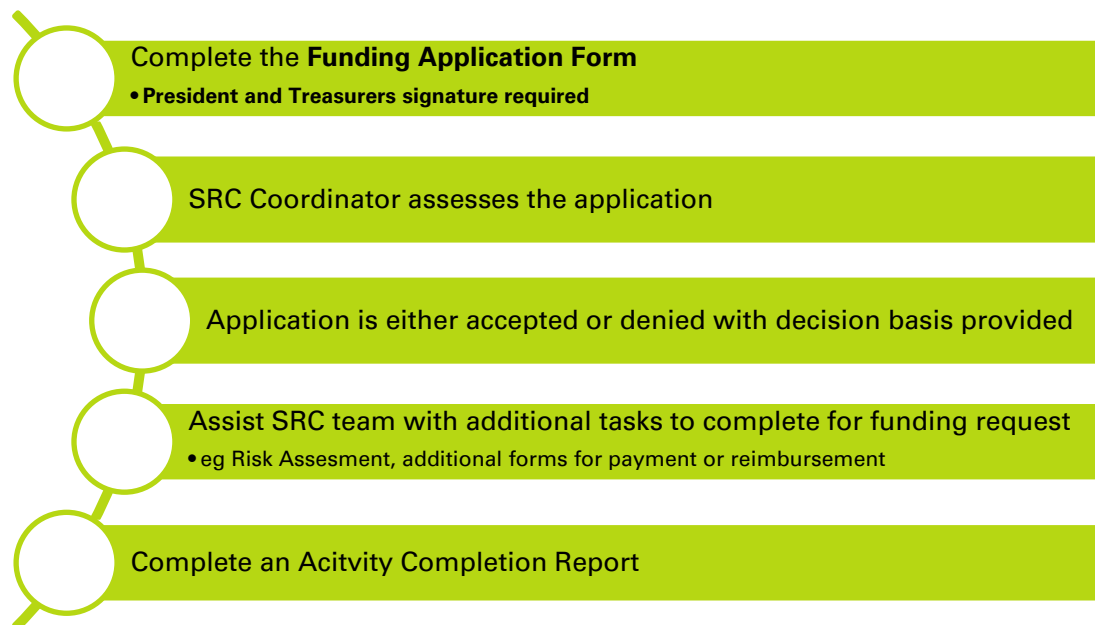
The following guidelines are to be used in conjunction with the CQUniversity Clubs and Societies Funding Application Form by students seeking to access this funding.

2. Funding Committee

On the 15 March 2016, the Student Representative Council approved for the establishment of the Clubs and Societies Funding Allocation Committee. The function of this Committee is to assess funding applications submitted by University affiliated clubs and societies. Membership of this Committee includes: The Coordinator, Student Representative and two professional staff representatives.

3. Process

The following diagram outlines the process for applying for CQUniversity funding



Note: As a courtesy, applications for funding should be submitted as soon as possible (prior to the event) to allow for processing.

4. Funding - How you can use your club funds

In 2020 each club or society will be eligible for up to \$1,000 funding.



Upon submission, the funding request is assessed and if for a suitable purpose, approved by the Coordinator of the Student Representative Council (SRC). Funding is available, subject to limitations listed below, to be provided for sponsorship, merchandise, training and professional development, social and events, campus engagement, promotional materials, equipment and resources.

Funding contributions paid by the SRC are made directly to the supplier. No payments from the SRC funding are made to the society and therefore cannot be transferred for any alternative purpose. Each funding application must be endorsed by a least two (2) members of the requesting club or society. For accurate and complete record keeping purposes, each club or society should include approved funding and associated expenses within the clubs' financial records.

5. Funding Restrictions

The following limitations apply to all applications regardless of category. Grants will not ordinarily be granted for the following:

- Retrospective grant applications for purchases or events that have already been made or held prior to the consideration of the Clubs and Societies Funding Allocation Committee.
- Uses of funding that does not align with the University's values.
- Uses of funding that are contrary to the University's policies such the Student Misconduct Policy.
- Uses of funding that are not culturally sensitive.
- Uses of funding towards the purchase of alcoholic beverages.
- Uses of funding that have an associated high or very high level risk as assessed by risk analysis.
- Costs associated with the ordinary administration of a club or society.
- Funding towards equipment and resources that are already provided by the SRC or already accessible to the club or society.
- Uses of funding that will be received by individual members of a club:
Without evidence of benefit to the club overall, and;
Without evidence of open and fair selection process of those individuals.
- Uses of funding towards the purchase of tickets for one off social event's for staff, students and alumni of the University.
- Uses of funding for the organisation of a one-off social event.
- Gift cards and Woolworths and Coles shopping cards will not be provided for prizes, donations or purchase of groceries.

6. Quotes

Please provide quotes to the SRC for items or services that exceed the amount of \$100.

Quotes may be provided in the following forms:

- Official quotes from a business and provider of a service
- Email correspondence
- Website screenshots.

7. Activity Completion Report

A condition of your club or society receiving funding is the requirement to complete an Activity Completion Report within 14 working days of your event or activity.

This report encourages good governance practices, continuous improvement, can be referred to for auditing purposes, and assists with post-event media.

Please include the following via email (src@cqu.edu.au):

- a) A short event summary.
 - Details of your event.
 - How did your event benefit your club or society and/or enhance student experience?
 - Did your event meet your stated objectives?
 - How might you improve for next time?
 - Attendance number details (approximate is ok).
- b) Copies of receipts. Variances from your predicted budget may need to be explained.

8. We are here to help

If you have any questions, concerns or suggestions for improvement, please contact the Student Representative Council by email src@cqu.edu.au.

