

## Overview

The Clubs Grants Program (CGP) provides funding for activities, approaches and partnerships that promote the wellbeing and enhance the experience of students studying undergraduate Bachelor of Commerce (BCom) and postgraduate Melbourne Business School (MBS) degrees.

The CGP supports clubs and societies affiliated with the Faculty of Business & Economics (FBE) that seek to promote a dynamic, collaborative and inclusive student experience. It does this by encouraging clubs to engage with each other, the Faculty, and industry in the creation of unique, innovative experiences and opportunities for the FBE student community.

## Grant Categories

The Program is divided into four funding categories. Student groups and associations may be eligible to apply for funding under these categories:

- **Category 1 – Operational Activities** provides funding to student groups and associations to cover daily operating costs inclusive of promotional merchandise, advertising and promotions, clubs office supplies and software subscriptions, as well as other sundries. Clubs may seek funding for up to \$500 in this category.
- **Category 2 – Small Activities** provides funding to student groups or associations to deliver one-off activities. Clubs may seek funding for up to \$500 in this category.
- **Category 3 – Large Activities and Initiatives** provides funding for larger scale activities with significant engagement and reach involving more than 100 students, which are longer term in nature e.g. a series of workshops/activities. Proposed projects involving external speakers and guests, faculty or industry participation will be prioritised. Clubs may seek funding for up to \$1000 in this category.
- **Category 4 – Co-design Projects and Initiatives.** This category provides funding for initiatives that involve collaboration with:
  - other student clubs;
  - the Faculty (including academics and professional staff such as the Student Experience and Experiential Learning Team or Alumni);
  - industry partners; and/or
  - other relevant stakeholders across campus or external to the university (e.g. community and not-for-profit organisations).

Please note, only one application should be submitted for a joint project (i.e. clubs should not be submitting an application for the same project). Clubs may seek funding for up to \$1500 in this category.

**Please note, clubs should only submit one application for:**

- Funding for operational expenses for up to \$500 under Category 1

**and/or**

- Funding for a project in either Category 2, 3, or 4

## **Delivery modes: 2022**

The University continues to prioritise the health, safety and wellbeing of students and staff through a comprehensive public health response, with a focus on making masks and rapid antigen tests (RATs) available free of charge to staff and students, enhanced infection control, and improved ventilation and cleaning measures across all facilities. Find out more about our COVIDSafe measures on campus here:

<https://www.unimelb.edu.au/coronavirus/covidsafe-plans>

To cater for the well-being of your club members during Covid peaks, in your Clubs Grants Application, please include the following:

- Risk reduction strategies for all event attendees
- An alternative plan for delivery should new restrictions come into effect

## **Eligibility**

Student groups and associations applying for this funding must:

- be currently affiliated with the Faculty of Business & Economics; and
- be currently affiliated with UMSU or GSA

## **Application Requirements**

The CGP is divided into four funding categories. Student groups and associations applying for funding need to ensure their proposed application meets at least one of the following priorities:

- ✓ Building student communities that enhance a sense of belonging
- ✓ Supporting students to develop job-ready skills and knowledge
- ✓ Providing work-based learning opportunities for students
- ✓ Providing opportunities for students to engage with industry and grow their professional network
- ✓ Supporting students to become innovators and change makers

- ✓ Engaging and collaborating with professional and academic staff in FBE and across the University
- ✓ Supporting students to develop their leadership capability
- ✓ Supporting diverse and inclusive participation in programs and activities

## Application Timelines: Semester 2 2022

You will need to submit your application via the following link:

### Clubs Grants Application Form

[\[https://go.unimelb.edu.au/mn8e\]](https://go.unimelb.edu.au/mn8e)

Applications will close at **11.59pm on Friday 5 August 2022**.

## Application Process:

**Step 1:** You can make an appointment with Student Experience Officer **Clarissa Belanti** ([fbe-clubs@unimelb.edu.au](mailto:fbe-clubs@unimelb.edu.au)) to discuss project ideas, ask questions and get guidance on structuring answers for the Club Grants Assessment Form.

**Step 2:** Review the Clubs Grand Program Guidelines available on the FBE webpage and make sure you have all the required information available before completing the Clubs Grants Application Form.

**Step 3:** Complete the online [Clubs Grants Application Form](#). Be as detailed as possible; this will enable us to process your application and give you a decision faster. Keep in mind that only applications for upcoming events will be accepted, so expenses incurred prior to a successful application will not be funded.

**Step 4:** Grant applications are reviewed by an Assessment Panel made up of Faculty representatives. You may be contacted for additional information or clarification about your proposed project. Grant assessments will be conducted in the week commencing 8 August 2022.

**Step 5:** Receive the outcome of your application via email. If successful, the funds will be deposited into your club's account within 30 days of approval.

**Step 6:** Submit a post-event report evaluating the activity within 14 days of project completion.

*Please note: While we will endeavour to support as many clubs and societies as we can, please be aware that the CGP is a competitive process with a total funding pool of **\$10,000**. We strongly recommend that clubs plan ahead, thoroughly consider their proposed projects and make their submissions early for the best chance of success.*

## Grading Criteria:

Applications will be reviewed by the Assessment Panel and assessed using the following criteria:

Themes	Criteria	Weight
<p><b>ALIGNMENT TO FBE STRATEGIC PRIORITIES</b></p>	<p><b>Which of the following priorities does the project respond to?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building student communities that enhance a sense of belonging</li> <li><input type="checkbox"/> Supporting students to develop job-ready skills and knowledge</li> <li><input type="checkbox"/> Providing work-based learning opportunities for students</li> <li><input type="checkbox"/> Providing opportunities for students to engage with industry and grow their professional network</li> <li><input type="checkbox"/> Supporting students to become innovators and change makers</li> <li><input type="checkbox"/> Engaging and collaborating with professional and academic staff in FBE and across the University</li> <li><input type="checkbox"/> Supporting students to develop their leadership capability</li> <li><input type="checkbox"/> Supporting students to develop their leadership capability</li> <li><input type="checkbox"/> Supporting diverse and inclusive participation in programs and activities</li> </ul> <p>To what extent does this project respond to stated priorities?</p>	<p><b>30%</b></p>
<p><b>CLEAR AND LOGICAL PITCH PRESENTATION</b></p>	<p>Does the project identify a need / gap within the FBE student experience?</p> <p>If a repeat project is proposed, what measures are in place to improve efficiency or outcomes?</p> <p>Is there a clear methodology and sound reasoning?</p>	<p><b>15%</b></p>
<p><b>FINANCIAL INVESTMENT</b></p>	<p>How is this funding going to improve the project to ultimately enhance the student experience?</p>	<p><b>20%</b></p>
<p><b>ENGAGEMENT</b></p>	<p>How many students does this project impact?</p>	<p><b>20%</b></p>

<b>COLLABORATION</b>	Does the project involve the faculty, student clubs, wider university, industry and/or alumni in any way?	<b>15%</b>
<b>TOTAL</b>		<b>100%</b>

## Tips for a successful application:

Explain the '*what, why, who, when, where* and *how*' when describing your proposed activity in the **Application Form**. Make sure you clearly explain:

- **What** will be delivered – clearly define the scope of the activity you are seeking funding for and list the number of events, sessions, products and/or services to be delivered.
- **Why** the proposed activity and the approach you are taking will be effective in helping to improve the wellbeing of FBE students, and which wellbeing issues will be addressed. Check for assumptions or generalisations when justifying your reasons.
- **Who** will be involved in delivering the activity? This includes explaining the roles and intended contributions from any supporting or partner organisations.
- **Who** the proposed activity will reach, including the number and type of students likely to participate?
- **When** and **where** the activity will be delivered.
- **How** the activity will be delivered. For example, how the activity will be coordinated, how you will plan for and manage risks.

Please also make sure you refer to the **Grading Criteria** sheet to ensure you have covered all points in your application.

In addition, make sure to attach any additional supporting documentation at the end of your application form. Please use the [Budget Breakdown Template](#).