

# Club Grant Guidelines 2022

The Clubs grants program aims to promote a dynamic, collaborative and inclusive student experience.

It does this by encouraging Clubs to engage with each other, the Union and the student community in the creation of unique, innovative experiences and opportunities.

Grants are funding that is provided by the AUU to our registered Clubs.

The AUU is run by students, for students. One of our main goals is to encourage and assist in building an exciting, unique and inclusive campus culture.

In order to apply for a grant, you must be registered with the AUU and be a not-for-profit organisation.

*Note: We CANNOT accept grants for items or purchases that have already been paid for.*

# Key considerations for Grants

The [Adelaide University Union](#) is referred to throughout this document as the AUU.

The [University of Adelaide](#) is referred to throughout this document as the University.

1. We are not able to reimburse Clubs for items. Clubs cannot make any purchases until after the grant has been submitted and approved by [ClubsAdmin](#).
2. Clubs must be registered in order to receive funding. If your registration is out of date we will require you to re-register before we are able to approve your application.
3. You are unable to purchase any single-use plastics for Club events. We recommend reading up on the University's policies from the [Ecoversity](#) department – and applying for free event catering packs for Clubs through their initiative. More information [here](#).
4. Please note that no grant funding can be used to purchase alcohol.
5. Make sure that you keep financial records and receipts for items purchased with grant funding as the AUU may request updates on these at any time.
6. As a general rule, grants are processed and submitted on a Monday, no matter what day you send them through. Please note there are certain exceptions to this rule i.e. public holidays or staff absences.
7. For all minor grants, you should be attempting to submit at least two weeks ahead of your planned purchase or event.
8. Payment can take around 14 days from the date the grant is submitted, so try and be as organised as possible.
9. Please provide us with your Clubs bank account for any payments, as we are unable to process money to individual accounts. If you do not have a Club bank account, find information [here](#) on how to open one.

## Minor Grant Categories

The ‘total annual amount available’ is the TOTAL a Club can apply for over a calendar year period. If the total annual amount available is \$1,000, the Club could apply for two separate \$500 grants for example – or 6 separate grants with a total COMBINED amount of \$1,000 or less.

In order to be eligible for a minor grant, you must apply and receive approval before your purchase is made. If you are running an event with minor grant funding, you must apply at least two weeks prior to the event date. As a general rule, you should only be applying for one category of grant funding per event. This will be assessed on a case by case basis, with a maximum spend of \$1,000 for any singular event (which is not major or campus impact).

### CLUB GRANTS

Total annual amount available	Category	What is it for?	Category specific rules/restrictions	How to apply
<b>\$150</b>	Provisional (new) Club Start-up	<p>To support provisional Clubs who are establishing themselves in the Clubs community and the wider University space.</p> <p>For basic items that are required to run a Club including but not limited to: square card readers, book keeping materials, cash boxes etc.</p>	This grant can only be applied for by a Club in their provisional (first year) registration with the AUU.	Complete application form, including quotes.
<b>\$200</b>	Merchandise & Promotions	<p>To assist Clubs with the promotion to new members and in the broader student space.</p> <p>To purchase, or provide a discounted rates for merchandise. Promotional items can include: banners, stickers, badges etc.</p>	<p>Merchandise should be available to all members of the Club unless the item/s are intended for use during O'Week or Clubsland.</p> <p>Banners can only be purchased once every two years – unless you are purchasing a banner made with sustainable materials.</p>	Complete application form, including quotes. Include proposed design in the grant application.

			<p>Online promotions should instead be considered under the 'online &amp; subscriptions' grant unless this has been exhausted by the Club.</p> <p>All promotional designs should be approved by ClubsAdmin and banners should have the Clubs logo included on them.</p>	
<b>\$300</b>	Equipment	<p>To assist Clubs in purchasing equipment needed to conduct Club activities/events.</p> <p><a href="#">Olympic Party Hire</a> offer 20% off of any items to our Clubs, so we recommend looking here first for any event decorations/equipment that may be required for an event.</p>	<p>The equipment purchased with this grant must have significant long term benefits for the Club, be indefinitely reusable and not replicate equipment that is <a href="#">already available for hire from the AUU</a> (except if the item will be used by the Club regularly - i.e. a microphone)</p> <p>The equipment must belong to the Club and be available to the entire Club its members, not only for certain individuals.</p> <p>The primary purpose of the equipment must be for on campus use. Equipment must also be stored on campus.</p>	Complete application form, including quotes.
<b>\$300</b>	Fundraiser	<p>Fundraiser events, such as BBQ's and bake sales are useful for Clubs to recruit members. These events have a presence on campus and of course raise money. This grant will assist Clubs to facilitate these events.</p> <p>The grant can also be used to purchase or rent equipment and cleaning materials for fundraiser events.</p>	<p>All purchases must be compostable as part of the SA Government ban on single-use plastics packaging and products. You can request <a href="#">event catering packs</a> (for free) from the Ecovercity team through the University.</p> <p>Budgets for any fundraiser must be sent to ClubsAdmin with the grant application. The budget should always reflect a goal to raise more money than the amount you are requesting from the AUU in the initial grant. Resources can be found on the website to help you plan. We recommend budgeting cost price, sale price &amp; profit.</p>	Complete application form, including quotes and budget for the fundraiser.

<b>\$500</b>	Online & Subscriptions	<p>Designed to assist Clubs with online activities, interactions and subscriptions.</p> <p>This grant can be used to fund any online activity, or to purchase an online/software program to facilitate Club activities and engage Club members.</p>	<p>This grant cannot be used towards an activity that prioritises individuals or groups within a Club.</p>	<p>Complete application form, including quotes.</p>
<b>\$1,000</b>	Events & Activities	<p>This grant is designed to assist Clubs with running a successful activity or event. These events should be interesting, unique and engage a wide range of students.</p> <p>Activities funded by this grant must be inclusive to all members, and be fitting to the Club. This can include but is not limited to: catering, transport, decorations, licences, security, etc.</p> <p><a href="#">Olympic Party Hire</a> offer 20% off of any items to our AUU Clubs, so we recommend looking here first for any event decorations/equipment that may be required.</p>	<p>Grant funding cannot be used for the purchase of alcohol.</p> <p>This grant should not be used to facilitate BBQs or bake sales, unless you have already exhausted your fundraiser grant allocation. ClubsAdmin will assess the merit of providing more money to this on a case-by-case basis.</p> <p>The amount requested should be commensurate to the number of people who will attend the event and its inclusivity (i.e. a meeting of only the executive committee would not be appropriate for a large sum of money, but a Club AGM with 20+ members in attendance could justify a larger amount).</p> <p>Thank you gifts and event prizes should be proportionate in value to what has been achieved/provided.</p> <p>All purchases must be compostable as part of the SA Government ban on single-use plastics packaging and products. You can request <a href="#">event catering packs</a> (for free) from the Ecoversity team through the university.</p>	<p>Complete application form, including quotes.</p>

**When to apply for a grant:** In order to be eligible for the above grants, you must apply, and receive approval before your purchase is made. If you are running an event with the grant money, you must apply at least two weeks prior to the event date. *Also note that once approved by Clubs Admin, the money can take up to*

*an additional two weeks to reach the Club bank account so please apply for grants as early as possible to ensure you are not out of pocket.*

*You can apply for as many grants within the above categories within a calendar year as you like, but only up to the maximum amount listed for each.*

#### **How to apply for a grant:**

1. Create an appropriate budget and plan (where applicable).
2. Fill out our online [application](#) and submit all requested information.
3. Submit an application before making any purchases. Please do this at least two weeks prior to the planned purchase or event, as we need this time to process and send the money to the Club bank account.

#### **Grant restrictions:**

1. No grant funding can be used for individual purposes or priority groups within the Club unless otherwise stated.
2. The amount of funding for a grant should be commensurate with the number of people that it will impact.
3. For applicable events, you should attempt to reach out to sponsors in addition to, or instead of applying for grant money.
4. Grants cannot be received after the fact. Please ensure that you have applied and received confirmation on your grant application before making any purchases.
5. Thank you gifts and event prizes should be proportionate in value to what has been achieved.
6. As a general rule, you should only be applying for one category of grant funding per event. This will be assessed on a case by case basis, with a maximum spend of \$1,000 for any singular event (which is not major or campus impact).

# Grant Information

## Minor Grants

### New (Provisional) Club Start-up

*Up to \$150*

Provisional Clubs are entitled to up to \$150 to purchase essential items for running a Club. The items must be essential and useful and can include things like:

- Clipboard
- Cash tin/money storage item
- Cash receipt book
- Document wallet
- Pens & pencils/other stationary
- A square POS reader

### Merchandise & Promotions

*Up to \$200*

All registered Clubs are entitled to up to \$200 to purchase merchandise and promotional materials. This can include banners and printing. Please submit a copy of any graphic design with your grant application for approval.

This grant could be used to apply for:

- Banners
- Posters
- Flyers
- Membership cards
- Stickers
- Merchandise (shirts, hats etc.)
- Marketing/design elements for events

Please note that any designs must be approved by AUU staff and materials may also be required to use the AUU/AUU Clubs logo. The AUU can also offer help with graphic design so please reach out if of interest.

Banners can only be purchased once every two years unless you are purchasing a banner made with sustainable materials.

## Equipment

*Up to \$300*

The aim of the equipment grant is to provide Clubs the means to provide one-off purchases of equipment and resources that help the Club achieve its objectives. Eligible equipment could include a wide range of items, from buying board games to purchasing software to help keep track of your Club's finances. Items must be something that will be used regularly and will have a significant impact on your Club's longevity and membership.

Please consider the below before applying:

- How will this benefit my Club in the long term?  
If it requires maintenance or a subscription, how will we keep funding it in the future?
- How will we store this item? Remember the AUU has limited locker space and if your Club does not already have a locker you will be required to go on a waiting list to receive one.

Note: The AUU has a wide range of items to hire out (unless restricted by SA COVID rules) so items such as marquees, tables and chairs can be booked through: [clubsadmin@auu.org.au](mailto:clubsadmin@auu.org.au)

## Fundraising

*Up to \$300*

We know how valuable fundraisers are for Clubs, especially bake sales and BBQs, both in terms of gaining revenue and also having a presence on campus. This funding can be used to purchase food, ingredients and cleaning items to run these events. Please send a detailed outline of the items you will be purchasing with your grant application for approval. You will also need to provide ClubsAdmin with a budget outlining how your event will raise more money than is being provided in order to receive the funding.

*Note: All purchases must be compostable as part of the SA Government ban on single-use plastic packaging and products. We recommend requesting (up to 50) Club event packs through the Ecoversity team [here](#).*

BBQ hire can be paid for and booked through: [clubsadmin@auu.org.au](mailto:clubsadmin@auu.org.au)

Find more information about BBQ hire including cost on our website [here](#).


## Events & Activities



## *Up to \$1000*

The events & activities grant is available to help Clubs put on interesting and unique events that contribute to campus culture. This grant can be used to fund every aspect of an event including: hiring or purchasing equipment, organising catering and promotion.

*To be eligible for grant funding, the event, campaign or project must:*

- Be open to all students at the University of Adelaide.
- Not clash with an AUU or AUU-sponsored event.
- Have a primary focus on social opportunities, professional development, fundraising, recruitment or raising awareness of your Club or an issue.
- Be run on campus where possible.
- Create an interesting, inclusive or innovative experience for students.
- Make effective use of resources available on campus, and include accessibility signage. 

*You should also consider the below when brainstorming for a Club event:*

- Who is the audience for this event?
- What makes this event innovative, unique or interesting?
- How are you going to advertise it?
- How difficult will it be to organise, and do you have help to run it?

Any specific event related enquiries or questions can be sent to [events@auu.org.au](mailto:events@auu.org.au).

You will need to submit a grant application form and outline the cost of all items you intend to purchase.

## **Online & Subscriptions**

### *Up to \$500*

This grant aims to encourage and support events that are not run in person. This grant is flexible, and can also be used to supplement other grants (i.e. the online grant could be applied to digital promotions and activities to supplement an in person event being funded by the events & activities grant.)

Some uses for this grant could include:

- Online quizzes, video games, or bingo
- Digital forums for speakers (either internal or external)
- Virtual open mic nights or karaoke
- Live-streamed concerts or plays
- Virtual training activities (food preparation, yoga, meditation, crafts etc.)

- Online sport, TV or film viewing parties
- Annual or monthly subscriptions (Canva, Hootsuite, LinkedIn premium etc.)

*You should also consider the below when brainstorming for a Club event:*

- Who is the audience for this event?
- What makes this event innovative, unique or interesting?
- How are you going to advertise it?
- How difficult will it be to organise, and do you have help to run it?

Apply for this grant by completing our online form, clearly outlining the items you are going to purchase and their cost.

## Major and Campus Impact Grant Categories

Total annual amount available	Category	What is it for?	Category specific rules/restrictions	How to apply
Up to \$2,000	Major Events	<p>This grant exists to encourage large, unique Club events on campus in collaboration with the AUU Events team. Major Events can and ideally should be organised in collaboration with other Clubs. The event must be open to all students on campus.</p> <p>The grant can be used to fund various aspects of the event such as: hiring equipment, catering (only 25% of the grant allocation can be put towards the outsourcing of catering), a deposit for a performer etc.</p> <p>The below criteria must be considered in order to be eligible for the funding:</p> <ul style="list-style-type: none"> <li>• If the event is ticketed, offer discounted tickets for Union members.</li> <li>• An event plan with the AUU Events team should be created.</li> <li>• Current students at the University of Adelaide should be the primary participants.</li> <li>• Access for all students at the University of Adelaide.</li> <li>• The event should take place on campus.</li> </ul>	<p>The event must be held on campus.</p> <p>This grant cannot be used to fund regular Club events, existing events or an event with the primary purpose of fundraising for the Club.</p> <p>We are unable to provide grant funding for the outsourcing of event delivery.</p> <p>Following the event, you will be required to complete a post-grant event report including financial documents and feedback from the event.</p>	<p>You will be required to email <a href="mailto:clubsadmin@auu.org.au">clubsadmin@auu.org.au</a> with your initial event proposal.</p> <p>Following this initial proposal, you will need to complete a more thorough event proposal form and also a proposed event budget form.</p> <p>Once the documents have been sent, the AUU Events team will assess and provide a recommendation and/or ask the applicant to come in for a meeting to further discuss.</p> <p>When the AUU Events staff and the Club are happy with the event particulars ClubsAdmin will pass on to the <a href="#">Clubs Committee</a> for their consideration and approval.</p>

		<ul style="list-style-type: none"> <li>The event should include accessibility signage on any event promotion material.</li> </ul>		
Up to \$6,000	Campus Impact	<p>Campus Impact grants are for Clubs that want to partner with the AUU to create a unique, innovative event for the broader student community. You will be mentored by the AUU Events team who will assist with the management and organisation of your event. This grant requires strong organisational skills and a long term time commitment.</p> <p>The below criteria must be considered in order to be eligible for the funding:</p> <ul style="list-style-type: none"> <li>If the event is ticketed, offer discounted tickets for Union members.</li> <li>An event plan with the Union’s Events team should be created.</li> <li>Current students at the University of Adelaide should be the primary participants.</li> <li>Access for all students at the University of Adelaide.</li> <li>The event should take place on campus.</li> <li>Including accessibility signage on any event promotion material.</li> </ul>	<p>The event must be held on campus.</p> <p>This grant cannot be used to fund regular Club events, existing events or an event fundraising for the Club.</p> <p>We are unable to provide grant funding for the outsourcing of event delivery.</p> <p>The event should contribute significantly to the student experience.</p> <p>Following the event, you’ll be required to complete a post-grant event report including financial documents and feedback from the event.</p> <p>The AUU can assist with:</p> <ul style="list-style-type: none"> <li>Event budget.</li> <li>Supplier recommendations &amp; contact details.</li> <li>Risk assessment template/ review.</li> <li>Promotional plan advice/review.</li> <li>On campus logistics and facilities advice.</li> <li>Alcohol licensing advice.</li> <li>Overall advice on the feasibility of your event.</li> </ul> <p>The AUU are unable to assist with:</p> <ul style="list-style-type: none"> <li>On site event delivery/support/staffing.</li> <li>Management of any suppliers or bookings.</li> <li>Alcohol licensing implementation or responsibility.</li> </ul>	<p>Complete the below proposal &amp; budget forms &amp; send to <a href="mailto:clubsadmin@auu.org.au">clubsadmin@auu.org.au</a></p> <p><a href="#">Campus Impact Grant Event Proposal</a></p> <p><a href="#">Campus Impact Grant Proposed Event Budget</a></p> <p>Once the documents have been sent, the AUU Events team will assess and provide a recommendation and ask the applicant to come in for a meeting to further discuss.</p> <p>Following this meeting, you will be required to follow up with a more comprehensive budget and event plan, a risk assessment, alcohol compliance documents &amp; any other documentation that is relevant as advised by AUU staff.</p> <p>When the AUU Events team are happy with the event, they will then write a recommendation which ClubsAdmin will pass on to the <a href="#">Clubs Committee</a> for their consideration and approval.</p> <p>You should have a minimum 8 week delivery window <u>after</u> the grant has been</p>

			<ul style="list-style-type: none"> <li>• Payment of stakeholder invoices.</li> <li>• Event marketing coverage i.e. photography, social media updates.</li> </ul>	<p>approved/assessed by the Clubs Committee.</p> <p>The Clubs Committee on average meet once a month, so to be safe you should be looking to apply a minimum of 10-12 weeks out from your event.</p> <p>A Club may apply for only one Campus Impact grant annually (i.e. the \$6,000 could not be split up into separate events.)</p>
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Please email Clubs Admin for further information about applying for a major or campus impact grant.  
[clubsadmin@auu.org.au](mailto:clubsadmin@auu.org.au)