

SPECIAL GRANTS

Special grants are the only funding that requires an application. Special grants are for expenditure on events, equipment or activities that are unusual, one-off, or based on special needs.

What to provide when you apply for a special grant:

- What you will spend funding on
- Number of students the expenditure will reach (e.g. attendance)
- Evidence of quotes and efficient expenditure
- Why other funds could not be used (e.g. department or faculty, sponsors, or other GSA funding)
- How GSA will be acknowledged (e.g. use of logo)

Examples of expenditure that may involve a special grant:

- Collaborate with another group or society to hold an event
- Fly in an international speaker to an event
- Buy a banner for the group
- Get start up funds for a group that can demonstrate the need
- One-off purchase of equipment
- Film an event

Grants should be applied ahead of time - allow at least a month. The award of a special grant is at the discretion of the Executive.

FURTHER INFORMATION FOR SPECIAL GRANTS

Acquittal

All funds awarded for special grants need to be acquitted within the financial year (1 January - 31 December).

Acquittal takes the form of providing GSA with receipts and a statement of expenditure. If there are unspent funds, you will need to discuss this with GSA, and come up with a plan, such as sending unspent money back to GSA.

Collaboration

The GSA Executive looks on collaboration between graduate groups favourably, especially where this is an efficient use of resources (e.g. sharing venues, presenters etc) and a maximising of attendance.

Collaboration can for example be running a joint conference, or sharing a writing retreat, or running a regular series of wellbeing events.

When applying for a special grant based on collaboration, groups will need to meet to discuss who will provide funding based on funding limits.

Applications from groups for events are best considered as a batch. If only one group is applying for funding but other graduate groups are attending or supporting the event in other ways, it is always worth noting this down on the application.

To find other groups and begin collaboration, use our directory: <http://www.gsa.unimelb.edu.au/graduate-groups/find-a-group/>

SPENDING

GSA funds individual groups and the graduate group program as a whole using Student Services and Amenities Fee (SSAF) revenue.

GSA allocates over 7% of its total SSAF revenue to directly funding Graduate Groups.

Because GSA funding is provided by SSAF, Grad Groups must restrict their expenditure of these funds to the core functions as listed below.

- COMMUNICATION & OUTREACH TO STUDENTS
- DEVELOPING STUDENT COMMUNITIES
- GENERAL ADMINISTRATION
- SKILLS FOR STUDY ASSISTANCE
- THE STUDENT VOICE



GSA MUST ENSURE THAT ALL FUNDS ARE SPENT ON SSAF SERVICE CATEGORIES

Example expenditure

- Publications, newsletters, welfare officers, flyers, marketing, websites, signage
- Social events, prizes, grants, event equipment
- Meetings (e.g. food, venues), printing, stationery
- Workshops, seminars, professional development
- Elections, campaigning, lobbying in the student interest