

# Student Services and Amenities Fee (SSAF) Student Experience Initiative Grants Application Guidelines



SSAF Student Experience Initiative Grants are open to current students and staff of Victoria University (VU) for projects that benefit VU students. The grant scheme is funded by the Student Services and Amenities Fee (SSAF). All applications must comply with the federal government's criteria for SSAF-compliant activities. For more information, see [education.gov.au/student-services-and-amenities-fee](http://education.gov.au/student-services-and-amenities-fee).

You may apply as an individual, group, or club for between **\$500 and \$10,000**. Your project must be completed and reported in the calendar year in which the grant is awarded and must not be carried over into the next year. Staff and students of VU are eligible to submit multiple grants per round.

**IMPORTANT:** The selection panel will only accept applications made using the online webform. Emailed or printed documents will not be accepted.

**DISCLAIMER:** Applicants who are not affiliated with a club, student group or university organization (e.g., VUSU or VUPA) and do not have access to a university cost centre will need to cover project expenses upfront and seek reimbursement after purchase. Applicants should carefully consider their capacity to cover upfront costs before applying.

## 1. APPLICATION PROCESS

Below written is a step-by-step guide on how to apply for the SSAF Student Experience Initiative Grant through the online webform:

1. Complete the online application form and ensure all required questions are answered.
2. To strengthen your application, prepare two versions of your budget:
  - One based on receiving full funding.
  - One based on receiving 50% of the requested funding (partial funding scenario).
3. For Clubs only: If you are applying for an SSAF grant, you must consult the Clubs Team at [clubs.vu.edu.au](http://clubs.vu.edu.au) regarding your event and obtain approval prior to submitting your application.

## 2. APPLICATION QUESTIONS

Below is a list of questions contained in the SSAF SEI online application form to help you prepare your application. The selection panel will only accept applications made using the application webform. Emailed or printed documents will not be accepted. Additionally, applications sent after the closing period will not be accepted.

### Applicant Details:

- Name (First and Last Name)
- Student or Staff Number
- Contact Details (Email and Phone Number)

### Project Type:

- Project Team (Individual, Group, Club)
- Project Members (Name + Student/Staff Number)
- Club Name (Only applicable for clubs)
- SSAF Category (Multiple can be selected)
  - Providing food or drink to students on a campus of the higher education provider
  - Supporting a sporting or other recreational activity by students
  - 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 advice on careers

- 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 to students of media whose content is provided by students
- Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled
- Advising on matters arising under the higher education provider's rules
- Advocating students' interests in matters arising under the higher education provider'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

#### Project Details:

- Project Name
- Project Outline (What is your project and why is it needed? Max: 400 words)
- Project Outcome (How can it be beneficial to students? Max. 300 words)
- How will you measure whether you have achieved the project's outcomes? (Multiple can be selected):
  - Post-event survey
  - Attendance sheet
  - Video log (Vlog)
  - Photo Album
  - Testimonials
  - Social/Digital metrics
- Proposed start and end date of project
- If ongoing, how will the project be funded after the SSAF funding ends? (optional)

#### Additional Details:

- Upload project financial spreadsheet
- Total proposed budget
- Upload project financial spreadsheet if only partial funding (50%) is granted (Optional)
- Upload any additional supporting documents (Maximum 3 pages)
- Account details (BSB and Account Number for Students/Cost-centre for Staff)

### 3. ASSESSMENT PROCESS AND TIMELINE

A selection panel consisting of four to five students from the SSAF Grant Assessment Panel, (SSAF GAP) and the Student Experience Initiative Grants Assistant will assess applications. The following criteria will be used in assessing applications:

- **Alignment with SSAF Priorities:** Clear alignment with eligible SSAF activities as defined by federal legislation ([education.gov.au/student-services-and-amenities-fee](http://education.gov.au/student-services-and-amenities-fee)), and demonstrated connection to identified student needs with strong justification.
- **Project Clarity and Feasibility:** Clearly defined project scope, objectives, and timeline, with evidence that the project is achievable within the proposed timeframe.
- **Reach and Impact:** Demonstrated significant, inclusive, and well-articulated benefits to a broad section of students.
- **Outcome Measurement and Evaluation:** Appropriate and feasible methods selected to measure project success (e.g., surveys, attendance records, digital metrics), aligned with stated outcomes.
- **Budget Justification and Value for Money:** Reasonable, detailed, and justified budget that represents good value for money and aligns with the proposed activities.
- **Legacy and Continuation:** Consideration of sustainability, continuation, or ongoing impact beyond the period of SSAF funding.
- **Team Capability / Delivery Confidence:** Evidence that the applicant or team has the capability, experience, or institutional support required to deliver the project effectively.

#### One to three weeks after closing date:

- The selection panel evaluates applications and allocates grants.
- Applicants are advised of their outcome via email.
- Unsuccessful applicants are given feedback on their applications.

### Three to four weeks after grant approval:

- Recipients will receive funds in their designated cost centre/bank account.
- Individual or group applicants not associated with a club, student group or university organisation (e.g. VUSU or VUPA) will receive confirmation that they would be allowed to purchase approved project items upfront and request reimbursement. Reimbursement will be processed upon submission of valid invoices and proof of payment in accordance with the spending and invoice guidelines.
- Applicants must not incur any project-related expenses, make purchases, enter into financial commitments or assume reimbursement will be provided until either:
  - grant funds have been deposited into the designated cost centre or bank account; or
  - written approval has been received confirming that approved project items may be purchased upfront and claimed for reimbursement.
- Expenses incurred prior to receiving funding or written approval may not be eligible for reimbursement.

## 4. TERMS AND CONDITIONS

### Reporting:

- A final report in a prescribed format (template will be provided) is due by **2 December** in the year the grant is awarded. Failure to submit this will require you to return 100% of the funds granted.
- As part of your final report, you must include evidence of how you measured your project outcomes (as selected in your application). Where applicable, supporting materials (e.g. survey results, attendance records, video files, photos, testimonials, or screenshots of digital metrics) must be submitted with your report.
- Awardees conducting ongoing projects would be asked to submit progress reports to the Student Experience Initiative Grants Assistant.
- If the project is only partially completed, all unspent funds must be returned.
- If the project is cancelled, 100% of the funds granted must be returned.

### Brand:

- If you are awarded a grant, it is your responsibility to ensure the acknowledgement statement “**A SSAF Funded Initiative**” is included in any public communications or marketing material.

### Media:

- VU may document parts of your project photographically or in film. Media and materials submitted as part of your final report (including photos, videos and testimonials) may be used by VU for promotional purposes, including publication on VU webpages and digital platforms. All media rights remain with VU.

### Funding Disbursement:

- Successful applicants will receive funding approximately one month after the grant approval date.
- Proposed project start dates must be scheduled for on or after 3 August.
- If funding is disbursed earlier than anticipated, applicants may be permitted to start their project earlier. You will be formally notified by email if this occurs.
- Projects may only commence once emailed confirmation of funding release has been sent.
- Individual applicants or groups not associated with a club, student group or university organisation (e.g. VUSU or VUPA) will be required to pay for approved project expenses upfront and request reimbursement after purchase.
- Reimbursement will be processed upon submission of valid tax invoices and proof of payment. Applicants are encouraged to email all required reimbursement documents as soon as they are available to facilitate timely processing.

### Project Timing:

- For one-day or single event projects, the latest permitted date is 31 December 2026.
- However, all allocated SSAF funds must be fully expended by 30 November.
- Any unspent funds after 30 November will expire and cannot be carried over.
- For ongoing or multi-phase projects, the end date may extend beyond the calendar year. However, these projects must clearly outline how they will be sustained once SSAF funding has been expended or expired, including alternative funding sources where applicable.