



SSAF SEI Grants

Frequently Asked Questions (FAQ)

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Who can apply for SSAF SEI Grants?

Current Victoria University students, student clubs, eligible university affiliated groups and staff may apply for SSAF Student Experience Initiative (SEI) Grants, provided their project aligns with the objectives and eligibility requirements outlined in the guidelines.

Can previous grant recipients apply for SSAF SEI Grant again?

Yes. Previous grant recipients are welcome to apply again, including for the same project or initiative.

Though applicants are encouraged to continue improving and strengthening their applications, project planning, and supporting documentation each year.

Are previous grant recipients guaranteed funding again?

No. Receiving an SSAF SEI grant in a previous year (including similar projects or initiatives) does not guarantee funding in future rounds. All applications are assessed competitively for each round against the assessment criteria and other submitted applications.

Can I Submit my application late?

No. Applications submitted after the advertised closing time will not be accepted, including submissions that are only a few minutes late. Applicants are strongly encouraged to submit well before the deadline to avoid technical issues.

Can I submit additional documents after the application deadline?

No. Any documents submitted after the application deadline will not be accepted or considered as part of the assessment process. This includes:

- ◆ revised budgets;
- ◆ updated supporting documents;
- ◆ additional quotes or invoices; and
- ◆ amended project information submitted after feedback or assessment outcomes have been provided.

Applicants are responsible for ensuring that all required documents are submitted before the application deadline.

Can I contact the SSAF team before submitting my application?

Yes. Applicants are encouraged to contact the SSAF team at ssaf@vu.edu.au if they have any questions about eligibility, budgeting, project ideas, or would like feedback on their application before submission.

Can the SSAF SEI Grant funding be used to pay Victoria University staff?

No. SSAF SEI Grant funding cannot be used to provide any form of payment, compensation, salary, wage, stipend, honorarium, gift card, or financial benefit to Victoria University staff members (student-as-staff inclusive)

Can SSAF SEI Grant funding be used to pay students?

No. SSAF SEI Grant funding cannot be used to employ or to provide any form of payment, compensation, salary, wage, stipend, honorarium, gift card, or financial benefit to VU students for project delivery.

Can SSAF SEI Grant funding be used to pay external contractors or service providers?

Yes, where appropriate. Applicants may use SSAF SEI Grant funding to engage external providers or contractors where the service is legitimate, relevant to the project, supported by appropriate documentation and constitutes allowable expenditure under SSAF guidelines.

Can project leads or team members pay themselves using SSAF funding?

No. SSAF SEI-funded projects must be voluntary in nature.

Project leads, organisers, student contributors, and other individuals involved in delivering the project cannot receive honorariums, wages, salaries, stipends, or other forms of personal compensation using SSAF funding.

If payment is required as part of the project, it must only be for legitimate external service providers or contractors directly related to project delivery, as outlined in the FAQ regarding external providers. Appropriate documentation such as invoices, quotes, and ABN details is required.

How detailed does my budget need to be?

Budgets must include a clear itemised breakdown of all project expenses.

Grouped or unclear costs will not be accepted.

Example of an unclear budget:

- ◆ Event setup - \$100
- ◆ Marketing - \$200

Example of an acceptable budget:

- ◆ Poster printing - \$20
- ◆ TikTok promotional boost - \$40
- ◆ Marquees (Event setup) - \$100

Applicants are strongly encouraged to use the official SSAF budget template provided in the application materials.

Can I provide a lump sum cost for my project budget?

No. Applicants must provide a clear and itemised breakdown of project expenses rather than a single lump sum amount.

While applicants may describe what the project involves, the budget must also explain how much each individual component or activity costs.

Example of an insufficient budget:

- ◆ Festival Activities - \$4,000

Example of an acceptable budget:

- ◆ Coffee cart hire - \$1,000
- ◆ Hospitality/catering - \$2,000
- ◆ Face Painting - \$500
- ◆ Photobooth - \$500

This level of detail is necessary for the assessment panel to properly evaluate whether project costs are reasonable, appropriate, and aligned with SSAF funding requirements.

Can gift cards be used as prizes or compensation?

Yes. However, gift cards can only be purchased centrally through Procurement and Finance in accordance with [gift card purchasing procedures](#).

What supporting documents can I include?

Applicants can include relevant supporting documentation, which may include:

- ◆ a detailed project budget;
- ◆ quotes or invoices;
- ◆ project timelines;
- ◆ event plans or schedules; and
- ◆ risk assessments (where relevant).

What happens after I receive funding?

Successful applicants will be required to:

- ◆ sign a funding agreement/contract;
- ◆ provide account or cost centre details;
- ◆ submit receipts or invoices (if under reimbursement arrangements); and
- ◆ complete a final project report outlining outcomes and expenditure.

Failure to comply with reporting requirements may affect eligibility for future funding rounds.

Can my project budget be changed after approval?

Minor changes may be possible, but all deviations from the approved budget must be communicated to and approved by the SSAF team before spending occurs.

Can I start planning my project or inviting stakeholders before receiving funding approvals?

Applicants are expected to undertake a reasonable level of planning in order to prepare and submit their application. However, applicants must not make formal commitments, confirmations, bookings, or financial promises to external parties before funding approval is received. This includes:

- ◆ contractors or service providers;
- ◆ guest speakers or facilitators;
- ◆ venues;
- ◆ sponsors; and
- ◆ external stakeholders or organisations.

Any planning undertaken before approval should be tentative only and must not assume that funding will be granted.

Can I appeal a funding decision?

Yes. If you believe there has been an error in the assessment process, you may lodge an appeal within 20 business days of receiving your outcome.

Appeals are only considered where there is evidence that:

- ◆ the assessment process was not followed;
- ◆ relevant information from the original application was not considered;
- ◆ a conflict of interest may have affected the outcome; or
- ◆ an administrative error occurred.

Appeals are not intended to provide a second assessment of an application or to consider new or revised information that was not included in the original application submitted before the deadline.

