# **Student Life Grant application form**

WHAT ARE STUDENT LIFE GRANTS?

Student Life Grants provide groups of students, individuals and clubs with additional funding for events that support the engagement of students at VU. Eligible student applicants can receive up to $500 to cover and/or subsidise the costs of their initiative or event.

The initiative or event:

* Can be social or academic in focus
* Can be held on or off campus
* Must have a demonstrated benefit to the current student community of VU.

Applications will not be approved if the applicant has received funding in the past for a similar idea, at the discretion of the panel.

WHY APPLY FOR A GRANT?

Student Life Grants might just be the support you need!

• Do you have an idea for an event but need the funds to kick it off?

• Is there a training opportunity you would like to provide to students?

• Is there a campaign you’d like to support but don’t know where to start?

\*\*Please note Grants are not available for personal Professional Development opportunities\*\*

**Examples of past successful applications:**• Live Performance Management students – Organised a music concert off campus
*Outcome: Raised awareness and funds of $1269 for WIRE charity*
• ISVU (Islamic Society of VU) – Ran bake sale on campus
*Outcome: raised nearly $1000 for Human Appeal given to individuals and families suffering in Syria*

• Graduating project – Cross cultural communication story telling within aboriginal community event – Organised an event for VU students and community at MetroWest with panel discussion partnering with Moondani Balluk.
*Outcome: over 60 attendees with overwhelmingly positive feedback from attendees*

ELIGIBILITY

Available to:

* Currently enrolled VU student individuals
* Affiliated clubs
* Class groups e.g. Business Challenge students, Live performance management

Application process

1. Complete and submit this application form online before the due date – see dates below.
2. Your application will go before a panel. They can fully fund, partially fund, or reject your application based on
3. If you are successful, you will be notified and can come in to retrieve the funding.
4. Report back via template provided by Student Life.

2019 Application Deadlines – Tuesday’s 5pm

Applications must be submitted to studentlife@vu.edu.au by 5pm before each date listed below.

* 12 March
* 9 April
* 14 May
* 11 June
* 9 July
* 13 August
* 10 September
* 8 October

KEEP IN MIND

* Funding will not be provided retrospectively – if the event has already taken place – your application will not be considered.
* The date of the event/initiative must be a minimum of 2 weeks after the submission
* Failure to report back will reflect badly on future applications.
* It is encouraged that your initiative benefit a significant amount of VU students. An individual wanting to go to a conference does not benefit other VU students.
* You MUST report back on your event if successfully granted any amount of funding. A reporting document will be sent out to you when notified of you funding allocation.

Further Information

For further information about the Student Life Grants, please contact:

Student Life

PH: 9919 2654

Email: studentlife@vu.edu.au

# TELL US MORE!

Please respond to the following criteria, taking care to provide extra detail if necessary. If you have supporting documents from lecturers, fellow students or other community bodies, please attach them at the end of the application.

\*All fields are required.

\*\*The example questions linked below are only prompt questions, please elaborate further if appropriate.

# Applicant details:

How many applicants in the group if more than one? [checkbox]

Name: [textbox]
Student ID number: [textbox]
Type: [drop down option of local, international, exchange]
College: [drop down option….]
Course of study: [textbox]
Contact number: [textbox]
Contact email: [textbox]

Student No.s of all other group members

# Project details

Total amount of funding being requested: min. $50 – max. $500 [textbox]

Proposed date of event/initiative: [textbox] or [Calendar]

What is the specific location of the event? If at VU, list; campus, building, room number: [textbox]

Provide a detailed outline of your proposal - i.e. what are you proposing to do? (200 words)

Click or tap here to enter text.

# Key Objectives

Outline and detail the key objectives and outcomes of your proposal. (200 words)
Thoughts to consider: Why are you running the event/initiative? What do you want to achieve? What impact does this have on the VU student community?

Click or tap here to enter text.

# Budget

Fill in template budget provided or use own budget template that similarly outlines projected income and expenses. Submit as an attachment within supporting documents section. You must also submit quotes for ALL items, services you would like to purchase or hire. e.g. room hire costs, food items etc.

Click or tap here to enter text.

If event costs more than funding requested, how will other funding be sourced?

Click or tap here to enter text.

# Promotion

How will you promote your initiative?

Click or tap here to enter text.

 Who is the target audience?

Click or tap here to enter text.

What are social media campaigns and opportunities to be implemented or linked in with?

Click or tap here to enter text.

Who are the stakeholders you have identified and will be communicating with?

Click or tap here to enter text.

# Supporting documents

Provide supporting documents where relevant:

\*upload\*

- Quotes (screenshots or files)

- Letter/s of support

- Other

# Reporting

Successful applicants will be required to submit report/evaluation

Agreement:

[Checkbox] I agree that all funding received will be used for purposes stated in your application and budget.

[Checkbox] I will provide Student Life with a report within 14 days of event/initiative taking place.

[Checkbox] I will provide receipts of purchases made when reporting back to Student Life

[Checkbox] All members involved in the initiative are currently enrolled students at Victoria University.