FUSA Development Grants
Application Guidelines
2022

The Flinders University Student Association (FUSA) promotes and advances the rights, interests and welfare of students. In support of this objective, funds are available to help students pursue opportunities that sit outside of the normal curriculum. FUSA Development Grants can be put towards the cost of participating in an activity that focus on professional development, student representation and leadership, through to opportunities that are culturally and socially significant.

FUSA Development Grants will also continue to fund activities related to gaining employment, such as DHS checks, First Aid qualifications and employability upskilling (e.g. barista training). This is in response to many students seeking assistance in gaining employment following impacts from COVID-19.

FUSA Development Grants cannot be used to offset costs related to the applicant’s course of study – for example, costs related to your placement.

Completed application forms must comply with the criteria detailed below.

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IMPORTANT INFORMATION
Due to current international travel restrictions relating to COVID-19, we are unable to fund activities taking place internationally.

Key Dates 2022

<table>
<thead>
<tr>
<th>Round 1</th>
<th>Round 2</th>
<th>Round 3</th>
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<td>Open: Monday, 7 March</td>
<td>Open: Tuesday, 3 May</td>
<td>Open: Monday 8 August</td>
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<tr>
<td>Close: Monday, 28 March</td>
<td>Close: Monday, 23 May</td>
<td>Close: Monday 22 August</td>
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<td>For activities taking place: 28 March – 11 July</td>
<td>For activities taking place: 3 May – 5 August</td>
<td>For activities taking place: 8 August – 31 December</td>
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1. Grant Eligibility Criteria:

1.1 The applicant must be:

a. a member of FUSA (it’s free!).

b. an individual (clubs and societies are not eligible to apply)

c. a currently enrolled Flinders University student.

1.2 Applicants must seek funding for an activity that corresponds with at least one of the following criteria:

a. Professional development linked to the applicant's area of study.

‘Professional Development’ refers to the development of professional knowledge, skills and abilities. Students must show a link between their area of study and the professional development activity.

Example: A PhD student wanting to participate in an academic conference might be eligible for support because this relates to their professional development.

b. Student representation or leadership development opportunities that link with the applicant’s current campus activities.

Example: An undergraduate student organising a collective on campus who wants to go to an organising workshop might be eligible for support because this relates to student representation and leadership development.

c. Cultural and social significance linking to the applicant’s current campus activities.

Cultural and social significance refers to a student's cultural connection, and social significance connected to their culture.

Example: A student in a leadership position in a religious society on campus wanting to attend a national conference of religious student societies might be eligible for support because this is of cultural and social significance related to their campus activities.

d. Employability support activities

Employability support activities refers to activities and qualifications that increase employability, not necessarily related to the students area of study.

Example: First Aid courses, DHS checks (Working with Children, Disability Services Employment, etc.), White cards (working safely in the construction industry), Other training which aid in upskilling to gain employment (barista courses, forklift license, etc.)
2. Ineligibility

2.1 FUSA Development Grants cannot be used for the following:
   a. College, Department, Course or Topic field trips
   b. Compulsory College, Department, Course or Topic placements
   c. Any activity that counts for course credit as part of their study.
   d. Sporting competitions or events.
   e. Political Parties' events or activities.
   f. General costs associated with an international exchange.
   g. General research costs (specific online events/activities may be considered).
   h. Grants are not available for qualifications above level 2 on the Australian Qualifications Framework (Certificate II).

3. Assessment Criteria

3.1 Grant applications will be assessed according to how well they match the Grant Eligibility Criteria (as listed in the FDG Application Guidelines) and the response to Grant Criteria within the Development Grant Application Form (online).

3.2 A budget with costings must be included with the application as well as information regarding alternative funding identified, if any. This may include: invoices, receipts, tickets and quotes for proposed activity.

3.3 Further consideration is given to applications that demonstrate students, other than just the applicant, would benefit from the proposed activity.

3.4 The applicant must include supporting documentation of acceptance to or involvement in the activity or event. This may include: registration details, confirmation letter, receipt or invoices, online training/event outlines, etc.

3.5 Where possible, FUSA will award grants to undergraduates and postgraduates in proportion with overall percentage enrolment trends.

3.6 Consideration will be given to diversity, including but not limited to, campus location, area of study (Colleges) and gender. Special consideration will be given to applicants who can link their application to promoting the rights, welfare and interests of diverse groups of students. With grant applications corresponding to the Employability Support Activities, preference will be given to students who can provide evidence that their activity is required for current or future employment.
3.7 If the grant is excess of $100, the grant will cover no more than 85% of the costs associated with the proposed activity. If it is an eligible activity which costs less than $100, the grant will cover 100% of the costs. The maximum grant will not exceed $800. If you are unable to cover 15% of the costs associated with the proposed activity, please contact FUSA to discuss.

3.8 Students are expected to identify other sources of income where appropriate.

4. Additional Information

4.1 FUSA reserves the right to award a lesser amount than that which is requested by the applicant.

4.2 All money received must be acquitted in accordance with the proposed budget. A separate acquittal/completion report must be submitted by all grant recipients no later than 6 weeks after the completion of their activity.

4.3 The payment conditions for successful applications will be through reimbursement of money already spent OR via direct payment of costs (where possible).

4.4 All successful applicants must complete and return a Student Reimbursement Form within 6 weeks of receiving the form from FUSA. FUSA reserves the right to deny the payment of a Grant if a Student Reimbursement Form has not been completed within this timeframe.

4.5 Grants may be awarded until the pool is exhausted.

5. Assessment Process

5.1 FUSA will endeavour to inform Grant applicants of the success of their applications no later than two weeks from the close of applications.

5.2 FUSA's decision is final and no correspondence will be entered into.

6. Reporting/Acquittal

6.1 Successful applicants are expected to commit to providing FUSA with a completion/acquittal report of their activity. This includes:

   a. A written report.
b. Completing a Financial Reconciliation Form.
c. Photographs or other media where possible.
d. Presentation to students where appropriate (E.g., in a tutorial).

For further details please see the Completion/Acquittal Report Guidelines.

6.2 Failure to acquit a Development Grant successfully will result in the applicant being ineligible to receive any future Development Grants.

6.3 FUSA reserves the right to make use of successful applicants’ reports, images or other related material for promotional or reporting purposes. This may include publication in Empire Times (at editorial discretion) or on the FUSA website.

6.4 Where an activity outlined in a successful grant application does not take place for any reason applicants must advise FUSA immediately and arrange for the reimbursement to FUSA of funds granted. Applicants would then be eligible to apply for the next round of grants in the same calendar year.

Any questions?
Please contact: FUSA fusa@flinders.edu.au