

2021 Funding Guidelines for Clubs and Societies

We know that you want to deliver exciting events and activities for your members, and we are here to support you in doing that. As well as providing you with advice, leadership and governance training, we can assist you with resources to help your club to thrive.

Funding support is available to all recognised University of Newcastle clubs and societies. To access support you will need to be registered for 2021 with Student Central or affiliated with UNSA or NUsport.

If you are affiliated with UNSA, please contact them to discuss how your club can access funding via - unsa@newcastle.edu.au

If you are a NUsport club wishing to access funding for social events and activities, you need to affiliate with NUsport *and* register with Student Central or UNSA.

What can you do with the funding?

Funding can be used for a range of initiatives, but must be used in accordance with SSAF legislation and fit within the SSAF categories. (You can find out more about SSAF [here](#)).

Some common uses include:

Equipment

Please note that single items costing more than \$100 must be included in your club asset register for audit purposes. All equipment will remain the property of the club or society.

Events and Activities

Funding can be used for most expenses associated with events including venue hire, catering, equipment hire, entertainment, cleaning, security costs.

Publications and Promotions

This includes the preparation, design and production of club promotional or information material, printing of flyers or posters and marketing equipment (e.g. banners).

There's also a few things that you can't do with the funding

You must account for all funding. That means you need to deal with established reputable suppliers and keep records including receipts and tax invoices. Payments should not be made to individuals unless it is a legitimate reimbursement to a student or club member (and definitely not where it results in a personal benefit to a club member).

If you are a sporting club, you can't use this funding to buy sporting equipment for your sport.

Some limitations apply to the purchase of alcohol, which must be provided responsibly in accordance with RSA legislation and the University of Newcastle Alcohol and Other Drugs Policy. You'll need to complete some extra paperwork for that. Reasonable gifts of alcohol to presenters at networking events may be funded.

Funding cannot be used to support a political party, members of a political party, or the candidacy of a person for political office.

How to access funding

First, you need to apply for it. You should submit an Event Plan and a budget showing how the money will be used. The nature of the event will be taken into account when the application is considered so make sure you provide as much detail as possible.

Event plans should include a budget outlining an equitable contribution towards event costs by your membership. Applications for funding that involve alcohol or a transport component will also require a Risk Assessment.

Clubs and societies are obliged to keep accurate records of all SSAF-funded activity as this is an essential part of operations and the club or society may be audited for compliance at any time.

To receive any SSAF funding it is a requirement that at least two Executive members have completed Generation Governance Training. You can access the training modules [here](#).

What level of SSAF funding is available in 2021?

Your club or society is eligible to access up to \$2000 in funding. This can be paid to you as a reimbursement of costs, funding for individual event plans, or in some cases as an upfront payment for ongoing use throughout the year. In all cases, you will need to submit a Plan in advance of receiving any funding.

Upfront Funding

Funding of up to \$2000 may be issued to your club or society upfront, at the discretion of the relevant funding body. To qualify for this option, the club or society must have a proven track record of successful delivery of events and activities for their membership. A detailed Annual Plan will need to be submitted that identifies how the funding will be allocated across the year together with any other income sources.

The same record-keeping requirements apply to upfront funding and the club or society will need to submit an acquittal report at the end of the year.

Collaborative Club/Society funding

We are keen to encourage collaboration between clubs. Special funding may be available for initiatives that are open to all students and inspire collaboration. We encourage clubs who are planning a collaborative event to meet with your Clubs contact to discuss options.

2021 Funding Deadlines

All funding applications, including applications for reimbursements for club or society costs must be submitted no later than **Monday 22 November 2021**.

Some Fine Print

1. Your Club or Society is required to be familiar with the provisions of SSAF legislation and must not use funds in a way that contravenes, nor can be perceived to contravene, this legislation.
2. Funding will not be approved for any activity that confers a personal benefit directly on an individual club member or members (e.g. conference attendance, travel or personal expenses).
3. The University of Newcastle and affiliate organisations have the right to request additional documentation to support a funding application.
4. The Club or Society agrees to supply any requested records or reports in relation to club operations and funding provided.
5. The Club or Society agrees to return to the issuing entity any funds that have not been expended in the approved manner, or where the full funding provided is not required.
6. Where a funding request has been declined, a club or society may appeal the decision in writing to the Pro Vice-Chancellor (Learning & Teaching) with appropriate supporting evidence.

If you have any questions regarding any of the above information please contact your affiliate student entity or Student Central at clubs@newcastle.edu.au.