

TASMANIA

UNIVERSITY

UNION

SOCIETIES

GRANTS INFORMATION

TRANSPARENCY:

A QUICK GUIDE TO APPLYING FOR A GRANT.

The purpose of this pamphlet is to provide transparency for all Societies and the Societies Executive Council. We aim to provide a fair and just system of how the Student Services and Amenities Fees (SSAF) funding is distributed back to the students of UTAS.

Grants help society recipients to deliver quality events, services and programs which are of great benefit to UTAS society members and students across all campuses. Grants are designed to help bring a wide range of environmental, social and economic returns to UTAS students.

FOOD GRANTS:

- We have a limit of \$250 for food per event.
- Attendance ratio is very important, we have a cap of \$5 per head.
- Food grants will only be approved for weekday events.
- Food grants will not be given for balls/annual dinners.

BANNERS:

- The maximum a society can spend on a banner is \$100.
- The banner must be utilised for all events, not one.
- Officeworks or Ricoh are the cheapest options.
- TUU have an in-house graphic designer to help with your logo, branding etc.
- All banners must have the TUU logo on it.
- Proposed banner design must be sent to TUU for approval before printing.

GENERAL:

- All grants have a cap at \$1000 unless it comes out of the big event budget.
- A big event is determined by the executive at their discretion.
- If Societies require student representative to go away for conferences or competitions, TUU Societies Council cap it off at 2 people (\$250pp).
- Exceptions to this cap include; competitions that require more than 2 people.
- Grants will not be approved if the Society is not affiliated at the time the event occurs/has occurred.
- Invoices (must include supplier's ABN) and quotes are mandatory for all purchases or applications.
- Advertising/Printing/Decorations is dependent on the event.

WHAT WE DON'T SUPPORT:

- Money to purchase alcohol.

- Prizes for individual society's events.
- Gambling.
- Gifts.
- TUU funds being directly sent to support a fundraising donation.
- We support fundraising events; however, quotes and receipts must show that we have not directly contributed to your chosen charity but rather the food/stall hire etc. to help you raise the money.

WHAT TO REMEMBER WHEN CLAIMING:

The key to a good grant application is being thorough and you will need to include:

- Time, place and location if it is an event or conference.
- A budget showing income (if you don't have exact amounts until the end of the event just estimate and leave yourself a little bit of wiggle room). Also show expected breakdown of costs (broken down as much as possible). For more expensive capital purchases, try to get a couple of quotes.

Once your event or conference is over or your grant has been approved for your new asset, it is time to claim your grant. This needs to be done ASAP, preferably within 2-3 weeks after your event. If it is not done within 3 months of the grant being approved (or by agreed cut-off date) that money will be reallocated for other grant applications.

- Event, show how many attended;
- A report on the event, or in the case of conference travel show the benefit to the society as a whole;
- The amount you are claiming;
- ALL of the receipts for money you are claiming. They MUST be tax receipts (these will have the ABN of the business on them). Where no ABN has been supplied then an ATO statement by Supplier must be provided. Make sure the receipts are readable and show all the details including supplier and date.