



# FUSA Development Grant Application Guidelines

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 cultural or socially significant.

Application forms must be submitted by the due date and must comply with the criteria detailed below.

---

## **Key Dates 2018**

### **Semester 1 Development Grants**

Open 26 February

Close 23 March.

Applications must be for activities taking place from the 23 March 2018 until 24 August 2018.

### **Semester 2 Development Grants**

Open 23 July

Close 17 August

Applications must be for activities taking place from the 18 August 2018 until 28 February 2019.

## **1. Grant Eligibility Criteria:**

**1.1** Applicants must seek funding for an activity that focuses on at least one of the areas below:

- a. Professional development linked to the applicant's area of study.
- b. Student representation or leadership opportunities that link with the applicant's current campus activities.
- c. Cultural or social significance linking to the applicant's current campus activities.

**1.2** The applicant must be:

- a. a member of FUSA.
- b. an individual (clubs and societies are not eligible to apply)
- c. a currently enrolled Flinders University student.

## **2. Ineligibility**

**2.1** FUSA Development Grants cannot be used for the following:

- d. College, Department, Course or Topic field trips
- e. Compulsory College, Department, Course or Topic placements
- f. Sporting competitions or events
- g. Political Parties' events or activities.

- h. General costs associated with an international exchange (specific events or activities may be considered)
- i. General research costs (specific events or activities may be considered)

### 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 detailed budget with costings must be included with the application as well as information regarding alternative funding identified.
- 3.3 Further consideration is given to applications that demonstrate that 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: flight details, registration details, confirmation letter, receipt or invoices, event timetable.
- 3.5 Where possible, FUSA will award grants to undergraduates and postgraduates in proportion with overall percentage enrolment trends.
- 3.6 There will be two grant rounds each year. Preference will be given to first time applicants. A student can only be awarded one Development Grant per calendar year. Grants are subject to funding. FUSA reserves the right to not award grants in any given grant cycle.
- 3.7 The grant will cover **no more than 85% of the costs** associated with the proposed activity. The maximum grant will not exceed \$800. If you are unable to cover 15% of the costs associated with the proposed activity, please contact the FUSA Student Representation and Development Officer (details below).
- 3.8 Students are expected to identify other sources of income and, where appropriate, evidence applications for alternative funds (both successful and unsuccessful). Colleges, the International Office, the Scholarship Office and Clubs and Societies should be considered dependent on the nature of the application. External avenues of funding should also be explored.

### 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 Requisition Form within 6 weeks of receiving the form from FUSA. FUSA reserves the right to deny the payment of a Grant if a Student Requisition Form has not been completed within this timeframe.

## **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** Late applications will not be considered. FUSA reserves the right to award grants outside of these times in exceptional circumstances.
- 5.3** 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 of 600-800 words.
  - 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 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 the discretion of the editors) 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: Kate Walsh – Student Representation and Development Officer  
[Kate.walsh@flinders.edu.au](mailto:Kate.walsh@flinders.edu.au) or email [fusa@flinders.edu.au](mailto:fusa@flinders.edu.au)