# IMPORTANT DATES

<table>
<thead>
<tr>
<th>Round</th>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Round 1</td>
<td>Expressions of Interest close</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; Mar 2015</td>
</tr>
<tr>
<td></td>
<td>Applicants contacted by Staff Member prior to</td>
<td>27&lt;sup&gt;th&lt;/sup&gt; Mar 2015</td>
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<td></td>
<td>Grant Planner due by</td>
<td>15&lt;sup&gt;th&lt;/sup&gt; May 2015</td>
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<tr>
<td>Round 2</td>
<td>Expressions of Interest close</td>
<td>31&lt;sup&gt;st&lt;/sup&gt; May 2015</td>
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<td>Applicants contacted by Staff Member prior to</td>
<td>14&lt;sup&gt;th&lt;/sup&gt; Jun 2015</td>
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<td>Grant Planner due by</td>
<td>31&lt;sup&gt;st&lt;/sup&gt; Jul 2015</td>
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<tr>
<td>Round 3</td>
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<tr>
<td></td>
<td>Applicants contacted by Staff Member prior to</td>
<td>14&lt;sup&gt;th&lt;/sup&gt; Sep 2015</td>
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<tr>
<td></td>
<td>Grant Planner due by</td>
<td>31&lt;sup&gt;st&lt;/sup&gt; Oct 2015</td>
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<tr>
<td>Round 4</td>
<td>Expressions of Interest close</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; Nov 2015</td>
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<td>Applicants contacted by Staff Member prior to</td>
<td>14&lt;sup&gt;th&lt;/sup&gt; Dec 2015</td>
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<tr>
<td></td>
<td>Grant Planner due by</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; Jan 2016</td>
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<tr>
<td>Small Grants Program</td>
<td>Application close for the current month</td>
<td>Last Fri of each month</td>
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<tr>
<td></td>
<td>Applicants contacted by</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Friday of next month</td>
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<tr>
<td></td>
<td>Payments made and initiatives can commence</td>
<td>Within 2 weeks of close</td>
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ABOUT STUDENT EXPERIENCE GRANTS

The University of South Australia wants to create an outstanding student experience. The Student Experience Grants initiative seeks to promote student engagement and enhance the overall student experience at UniSA. This program offers support for the planning and delivery of initiatives that are aimed at improving the student experience at UniSA and ensuring they are ready for the workforce upon graduation.

Student Experience Grants will be open throughout the year – applications never close! Different grants categories will be assessed at set times. Please see the more detailed information under the Important Dates heading for details of assessment times.

PURPOSE

The Student Experience Grants program aims to support initiatives that will enhance the student experience and employability at the University of South Australia. More specifically, successful initiatives will be those that provide opportunities for students to:

- Develop the non-academic (or extra-curricular) student experience through;
  - Enhancing campus vibrancy
  - Supporting clubs and societies to run engaging and different engagement events
  - Supporting innovative employability and personal development programs

INITIATIVE ELIGIBILITY

In order to be eligible the initiative:

- Must aim to enhance the student experience for groups of UniSA students (except for Small Grants [Leadership Grant] which can be applied for by individual students)
- Must be able to be covered by UniSA’s insurance
- Must be compliant with the SSAF Guidelines (see below)
GRANT CATEGORIES

There are three (3) different categories of Student Experience Grants. A maximum of $5000 across all categories will be approved for an individual club, school, division or unit of UniSA in a calendar year. Each submission will only be able to apply for funding from one of the three categories.

ACTIVITY GRANT
Activity Grants support the delivery of initiatives that will enhance campus vibrancy, student leadership, employability and student engagement with UniSA. Activity Grants can be applied for by students involved in USASA and UniSA Sport Clubs and School or Unit supported Student Clubs and Groups. UniSA Staff may also apply on behalf of Divisions, Schools and Units of UniSA to assist with the delivery of student-focussed initiatives.

Following feedback from staff, staff-led Activity Grant applications may apply for up to $2,500 to contribute to the cost of a Graduate Intern to assist with the planning, coordination and evaluation of a student engagement activity. Graduate Interns must be current (near-completed) students or recent UniSA graduates and coordinated through the UniSA Career Services Intern Program. Please contact Careers Services on 8302 7860 for more details.

Maximum Grant Amount: $2,500

EQUIPMENT GRANT
Equipment Grants are offered to student clubs and societies that are looking to purchase equipment to assist with the delivery of student-focussed, club-based activities. Equipment Grants are only available to students – staff wishing to apply for this category should seek to collaborate with a student club to ensure their initiative is eligible.

Maximum Grant Amount: $2,500

SMALL GRANT
Small Grants will require applicants to complete a different application form. Small Grants will be limited to a $500 maximum and the application process will be simplified. Small Grants will only be made available to students and student clubs. A club/individual can receive a maximum of $500 through the Small Grants program in a calendar year. Small Grants will have three (3) sub-categories:

- **Leadership Grant** - To provide groups or individual students to participate in leadership development activities. Leadership Grants may be used to provide assistance with travel, accommodation and registration costs. Applicants must be able to demonstrate how their attendance at the given event will benefit other students at UniSA.
- **Club & Event Grant** - For clubs and societies to make small equipment purchases and/or run small social and fundraising events.
- **Club Marketing Grant** - For eligible clubs and societies to make small purchases relating to items which will assist them to promote their club to other students. Examples may include promotional club clothing, posters, flags and banners.

Maximum Grant Amount: $500
SSAF GUIDELINES

Applicants must ensure that at least one of the following Student Service and Amenities Fee (SSAF) Guidelines are relevant to their initiative.

1. Providing food and drink on campus
2. Supporting sport and recreational activities
3. Supporting the administration of clubs
4. Promoting student health and welfare
5. Providing career and employment advice
6. Supporting debating by students
7. Providing non-academic student spaces
8. Supporting artistic activities by students
9. Supporting student media
10. Developing skills for study
11. Providing orientation assistance
12. Assisting overseas students with welfare and employment

ELIGIBILITY

WHO CAN APPLY
To be eligible for Student Experience Grants applicants must be:

- UniSA student(s) who are enrolled part-time or full-time at the time of application or,
- UniSA staff who are employed at the time of application.
- UniSA Sport affiliated clubs
- USASA affiliated clubs and societies
- Student Clubs that are actively endorsed by a UniSA Division, School or Unit.
- Staff from Divisions, Schools or Units of UniSA

WHO CANNOT APPLY

- Transnational students and students from other universities
- Alumni or withdrawn students and former UniSA staff
- Non-UniSA student clubs, societies and groups

GST, INSURANCE AND LEGAL CONSIDERATIONS

Consideration must be given to GST implications on payments and receipts in relation to the initiative. For GST related enquiries please contact UniSA Finance (8302 1922).

The initiative must be insurable initiative under UniSA Insurance (8302 1678). Any conditions notified by the Insurance Office in relation to the application must be complied with for the term of the grant.

Any agreements with external third parties in relation to co-contribution or sponsorship of an initiative must be approved by UniSA Legal Services (8302 0175) before execution. UniSA owns all material and intellectual property rights developed or created in the course of undertaking the initiative and grants the Applicant a licence to use such materials solely for the purpose of undertaking the grant. The initiative must be carried out in accordance with the Application, all relevant laws and UniSA policies.
APPLICATION PROCESS

Carefully read the funding program guidelines to determine whether you meet the criteria. If you are unsure, contact the Student Experience team on (08) 8302 0533.

STUDENT EXPERIENCE GRANTS

The process for Student Experience Grants has recently changed slightly. Applicants can now submit an Expression of Interest (EOIs) which will outline the broad concept for the initiative without needing to provide explicit detail. Expressions of Interest will be assessed up to three times per year. The Grants Assessment Panel will assess the Expressions of Interest based on the following factors:

- Will the initiative enhance the non-academic student experience for UniSA Students?
- Has the initiative (or a similar initiative) received funding previously?
- Is the initiative happening on campus?
- Will the initiative enhance campus vibrancy?
- Has the applicant received funding recently?
- How many UniSA students will the initiative engage?
- What is the cost of the initiative per student engaged?
- Does the initiative have the support of a recognised Division, School or Unit of UniSA or USASA?

Applicants whose EOIs which adequately meet the above criteria will then be asked to continue with their planning and to provide a more detailed budget and project plan prior to the grant being approved. Student Experience Support Officers and USASA Staff will be available to assist with this process. This process has been introduced to save staff and students needing to go through an extensive grant application process if their application is unlikely to be approved. Please note that the approval of an acceptable Expression of Interest does not guarantee that the grant initiative and payment will be approved.

SMALL GRANTS

Applicants need to complete and submit the Small Grant application form by 5pm on the last Friday of each month. Applicants will be informed of the outcome, usually within one week of the closing date. Successful applications will be assessed by similar criteria to the Student Experience Grant with the following additions:

SMALL GRANT (LEADERSHIP) CASE STUDY

Steven is studying Public Relations and is also in charge of Social Media and website communications for the UniSA Ballet Club. Steven applies for a $500 Leadership Grant to attend the 3rd Annual Social & Digital Media for Young Professionals Conference in Sydney.

Registration will cost $350, airfares $200 and accommodation $150 for two nights. Steven’s club has agreed to use $200 of their club reserves in addition to the $500 to ensure his only expenses will be food and drink.

Steven was successful because he has the support of UniSA Sport and was able to demonstrate how the skills he would learn at the conference would benefit current and prospective members of the Ballet Club through his increased ability to design and communicate through the club’s website and social media channels. He also agreed to share his notes with other clubs at the next UniSA Sport Delegates Meeting.
• Generally a club will only be able to receive one Small Grant per annum (or up to $500 over multiple grants);
• Small Grants are available to students only;
• Leadership Grants must demonstrate how the applicant will be able to use their experience to benefit other UniSA students.

ENDORSEMENT OF GRANT SUBMISSIONS

All grant submissions must be endorsed by the relevant UniSA or USASA staff member prior to approval. Appropriate endorsers can be found in the table on the following page.

PAYMENT OF GRANTS

Successful applicants will receive email notification from the Student Experience team. You will then be sent a Payment Conditions document detailing the terms and conditions of the funding provided. Once the agreement has been signed and returned to the Student Experience team you can commence your project. Payment will be made in accordance with the terms and conditions of the Payment Conditions.

Initiatives funded by Student Experience Grants will need to be completed within the calendar year that the grant was paid. Any unspent funds in that calendar year must be returned to the Student Experience Grant cost centre.

UNSUCCESSFUL APPLICATION

All ineligible or unsuccessful applicants will receive written notification at the same time as successful applicants. Specific feedback on your application will be available upon request. You may resubmit your application for the next round of grants if desired.
# Student Experience Grant Case Study

The International Student’s Club received a $1000 grant to assist with the delivery of a student basketball tournament. The grant was used to produce posters which were placed around campus and the club members worked hard to promote the event through social media and word of mouth. The club purchased inexpensive playing t-shirts for each team, some small prizes and trophies for winning teams and used the remainder to go towards a BBQ at the end of the day. The tournament was held at the Mawson Lakes Sports Centre (at no cost to the club). The club also charged a small entry fee per team ($5 per player) and a gold coin donation for BBQ and drinks, which went back into the club account for future events. Twelve teams and over 70 students participated in this tournament which remains one of the most successful student-led events to date.
STUDENT EXPERIENCE GRANTS APPLICATION PROCESS

Expression of Interest Form submitted by closing date

EOIs screened by a panel of Student Experience and USASA Staff

Applicants of approved proposals notified and forwarded a Initiative Planning Template

Applicants liaise with Support Officer or USASA staff to complete their Initiative Planning Template by the due date

Initiative planning template submitted.

Initiative Approved

Grant Payment Conditions sent to applicant

Grant Payment Conditions Signed and Returned

Grant Payment made and Initiative Commences

Initiative completed and Completion Form submitted

Initiative Declined

Applicant may reapply for the next round

Applicants of unsuccessful proposals notified

Applicant may reapply for the next round
FURTHER INFORMATION

Please contact the Student Experience team or the Student Experience Support Officer in your Division:

Phone: 08 8302 0533  
Email: studentexperience@unisa.edu.au  
Web: www.unisa.edu.au/studentexperiencegrants

STUDENT EXPERIENCE SUPPORT OFFICERS

UniSA Business School – 08 8302 7224  
ExperiencePlus-CW@unisa.edu.au

Division of Health Sciences – 08 8302 1331  
ExperiencePlus-CE@unisa.edu.au

Division of Information Technology, Engineering and Environment – 08 8302 5092  
ExperiencePlus-MLK@unisa.edu.au

Division of Education, Arts and Social Sciences – 08 8302 4899  
ExperiencePlus-MAG@unisa.edu.au

USASA CLUBS CONTACT

Clubs Coordinator – 08 8302 1023  
USASA.clubs@unisa.edu.au

UNISA SPORT CONTACT

Clubs Coordinator – 08 8302 0920  
unisasport@unisa.edu.au

West Bar 8302 0629
Careers Services 8302 7860
UniSA Insurance 8302 1678
UniSA Legal Services 8302 0175

FM Assist  
City East 8302 2261
City West 8302 0555
Mawson Lakes 8302 5055
Magill 8302 4762
FREQUENTLY ASKED QUESTIONS (FAQS)

Can applications be submitted after the closing date?
Applications for exceptional initiatives submitted after the closing date for each assessment period may be considered with the approval of the Deputy Director: Student Experience. Applications submitted after the closing date will automatically be carried over to the next assessment period, unless otherwise notified by the applicant.

What is the approval process for grants applications?
Grants applications received by the due date will be assessed by a panel against the guidelines and conditions of the grants program. The grants panel will then forward their recommendations for funding to the Deputy Director: Student Experience.

Is there any right to appeal an unsuccessful application?
Applicants may seek feedback on their unsuccessful application and in exceptional circumstances; the application may be reconsidered for approval.

Can applications be made for individual activities or pursuits?
With the exception of the Small Grants (Leadership Grant) category, the Student Experience Grants program is designed to benefit groups of students, not individuals. Therefore applications for individual activities and/or pursuits cannot be considered.

Can external/CRE students apply for funding to attend city-based events?
The grants program is not intended to be used solely for transport for students to attend events. The engagement of CRE and external students refers to regionally-based events targeting these specific student cohorts. Funding for travel purposes will be granted at the discretion of the Deputy Director: Student Experience.

Who needs to support the grant applications before submission?
Please see the Grant Initiative Endorsement table on Page 7 of this document.

Can I apply for funding to cover the time I will be working on the initiative?
Student Experience Grants will not cover salaries, wages or honorariums for UniSA staff or students. Only external, independent contractors and professional fees may be included in the application budget. Staff time may be entered as “in-kind” support. Staff-led applications may include an Intern Allowance in their application.

Can you explain the Intern Allowance?
Based on feedback received from some staff, an Intern Allowance has been introduced to assist staff to provide graduate internships within their Division, School or Unit to assist with the planning and/or implementation of student engagement-based initiatives. A maximum of $2500 can be used within the Student Engagement (Staff-Led) or the Creative and Performing Arts grant categories. Internships must be coordinated in liaison with the UniSA Careers Services team (phone: 8302 7860).
**Can Student Experience Grant support Pub Crawls?**

For liability reasons, Student Experience Grants cannot be used to support any aspect of pub crawls, including the provision of food, clothing or entertainment. West Bar (phone: 8302 0629) has special offers in place for applicants wishing to start pub crawls from that venue.

**What can be covered under catering? Can alcohol be included?**

Applicants can use Student Experience Grants to assist with the cost of catering, however applicants must be aware that the provision or subsidisation of alcohol for students, staff and guests is not permitted. Requests for funding to cover catering should be accompanied by a quote from a venue/caterer.

**Does my initiative have to be held on UniSA grounds?**

In short, no – however all applicants are strongly encouraged to investigate suitable locations on campus for their initiative. Indeed, preference will usually be given to applications that are being held on campus. Potential venues that may be available at little or no cost to staff and students include:

- West Bar (City West)
- Bradley Forum (City West)
- Kerry Packer Civic Gallery (City West)
- Brookman Hall (City East)
- Sports Centres (Magill and Mawson Lakes)
- Hartley Playhouse (Magill)
- Smart Building Forum (City West)
- Lecture theatres and outdoor areas (all campuses)

**How do I book UniSA Facilities?**

To book UniSA facilities please contact FM Assist on your campus:

- City East – 8302 2261
- City West – 8302 0555
- Magill – 8302 4762
- Mawson Lakes – 8302 5055

**Will I receive feedback on my application?**

Due to the large number of applications submitted it is not possible for the Student Experience team to provide feedback for all applications. However staff will certainly attempt to provide feedback on applications upon request. The Student Experience Support Officers in each Division (see the Further Information section) are available to provide some guidance and support for students and staff completing the application process.

**Why do I have to contact a support officer about my application?**

Senior management of the Divisions have requested to be made aware of all staff-led applications submitted from their area. Support Officers will be able to feed this information back to management and assist with application, ensuring you have the best chance possible of being successful. This is also required for student applications.
1. Applicants must complete the UniSA Student Experience Grants, Small Grants or UniSA Sport Application Form to be considered for funding.

2. The application must be received by the Coordinator: Student Leadership and Engagement (Learning and Teaching Unit, 160 Currie Street, Adelaide) by 5:00pm on the application due date, unless otherwise stated or alternate arrangements have been made.

3. Funding will be provided as a one-off payment only and will not be guaranteed for annual or ongoing events. Initiatives that are intended to be ongoing over two or more years must submit additional applications for each funding period.

4. Applicants planning initiatives to be held on campus must ensure they comply with Facilities Management Unit (FMU) policies and procedures. For further information and to download relevant forms visit [http://www.unisa.edu.au/facilities/procedures/forms/csforms.asp](http://www.unisa.edu.au/facilities/procedures/forms/csforms.asp).

5. Hire and payment for all necessary equipment/facilities (e.g. on-campus BBQs) is the responsibility of the applicant. Contact Facilities Management Unit for further information.

6. Payment of wages of coordinators or staff cannot be funded through Student Experience Grants (with the exception of the Intern Allowance).

7. Currently eligibility for the UniSA Careers Services Graduate Intern Scheme (for the Intern Allowance) is governed by the following:
   i. Applicants must hold a First Degree
   ii. Applicants must hold a First Degree and Postgraduate Degree
   iii. Applicants must hold a First Degree or a Postgraduate Degree or be very nearly at the end of their studies and university academic commitments and/or be waiting to attend their Graduation Ceremony.

8. Initiatives must comply with legislation in relation to the spending of the Student Services and Amenities Fee (SSAF) and demonstrate a benefit to groups of UniSA students. Individual pursuits will not be eligible (except for Small Grants [Leadership Category]).

9. Funding may not be used to purchase any asset apart from as approved in the application, without UniSA’s prior written approval. University expenditures of $10,000 or more will be assessed to determine whether the recognition of an asset is required. All assets purchased or created with the Funding (including revenue generated) shall be owned by UniSA and must be dealt with in accordance with asset procedures issued by the Finance Unit.

10. Any conditions notified by the Insurance office in relation to the Application must be complied with for the term of the grant. The applicant is responsible for consulting with UniSA Insurance in relation to risk management.

11. Applicants must provide the Student Experience team with written project status updates as requested. Failure to do so may result in the withdrawal of funding.
   i. Full and accurate records of the conduct of the activity must be kept including progress against any milestones, the receipt and use of funding, the acquisition of assets and the creation of intellectual property rights.

12. UniSA owns all material and intellectual property rights developed or created in the course of undertaking the initiative and grants the Applicant a licence to use such materials solely for the purpose of undertaking the grant.

13. Applicants are required to show proof of completion of the initiative within 1 month of completion by submitting:
   i. the completion report (template will be supplied)
   ii. statement of income and expenditure (template supplied) indicating how funds have been acquitted and amounts of any revenue generated and/or unspent funds; to the Student Experience team (experienceplus@unisa.edu.au).
   iii. a short report (with photos) of the event, if requested by Student Experience staff.
14. If the grant is deemed not to have been used for the purpose outlined in your application, or another purpose approved by the Student Experience team, applicants may be personally liable for the repayment of the full amount of the grant to the University.

15. All initiatives funded through the grants program must include UniSA (or UniSA Sport) logos on promotional and marketing materials (in compliance with CMK guidelines), if requested.

16. Student Experience will not automatically accept applications that require multiple revisions and updates after the due date. Acceptance of revised applications will be at the discretion of the Student Experience team.

17. The initiative must be carried out in accordance with the application, all relevant laws and UniSA policies.

18. Student Experience Grants will not be approved to fund or subsidise:
   i. Pub crawls;
   ii. Provision of alcohol for students, staff and guests of UniSA;

19. Applicants are strongly encouraged to use UniSA facilities as a first presence over external venues. Preference will be given to applications looking to make use of facilities.

20. Requests for funding to cover catering should be accompanied by quotes where possible.

**Conditions for USASA Clubs**

1. All applications for initiatives being conducted by USASA and/or a USASA Club must ensure that:
   i. the initiative is an insurable initiative under USASA insurance;
   ii. USASA is aware of any third party agreements (sponsorships) related to the initiative;
   iii. Consideration is given to GST implications on payments in relation to the initiative.

2. Grant applications from USASA Clubs must be approved by USASA. It is the responsibility of the organisers to ensure USASA approval for the initiative or activity.
   i. Applications that include financial support from USASA must include endorsement and approval for co-contribution a USASA Board or staff member.

3. The University of South Australia will not accept responsibility for any risk or liability incurred through USASA and/or USASA Club initiatives.

4. Approved grant payments will be made in the following manner:
   i. Student Experience will request an invoice from USASA for the grant amount. The grant amount will be transferred to USASA upon receipt of the invoice for allocation to the relevant club account (which must be a valid tax invoice if GST applies). Clubs will be required to liaise with USASA to arrange access to the funds.
   ii. Unspent amounts will be required to be refunded back to the Student Experience Cost Centre.

**Conditions for UniSA Divisions, Schools and Units**

1. All applications for initiatives being conducted by a Division, School or Unit of UniSA must ensure that:
   i. the initiative is an insurable initiative under UniSA Insurance;
   ii. UniSA Legal is consulted regarding any third party agreements (sponsorships) related to the initiative and they approved for execution by the University;
   iii. Consideration is given to GST implications on payments and receipts in relation to the initiative;
   iv. Staff applications must include endorsement and approval from the relevant Divisional Head of School/Unit Director.

2. All applications submitted by Division or School staff must consult with their relevant Student Experience Support Officer before submission.

3. Approved grant payments will be made in the following manner:
   i. Upon the provision of a Cost Centre by the applicant a Journal Transfer for the grant amount will be arranged by Student Experience.
   ii. Unspent amounts will be required to be refunded back to the Student Experience Cost Centre.
4. The maximum amount applicable to the Intern Allowance is $2500. Internships must be coordinated in liaison with UniSA Career Services.

**Conditions for UniSA Sport Grants**

1. All sport and recreation clubs may access one Small Grant per calendar year to assist with activities such as fundraising events, membership drives and promotional materials.
2. Sport and recreation clubs can access a Student Experience Grant, but only for activities that will engage the larger UniSA student body, i.e. the event must be targeted at UniSA students from outside the club.
3. Approved grant payments will be made in the following manner:
   i. Student Experience will require an invoice from the club for the grant amount. The grant amount will be transferred to the nominated bank account upon receipt of the invoice (which must be a valid tax invoice if GST applies). Clubs will be required to liaise with USASA to arrange access to the funds.
   ii. Clubs that are not GST registered will need to submit a Statement by Supplier form with the invoice.
   iii. Clubs should seek expert advice in relation to tax and GST implications of their grant.
   iv. Unspent amounts will be required to be refunded back to the Student Experience Cost Centre.
4. All equipment purchased by clubs through grants remains the property of UniSA through UniSA Sport. UniSA Sport can request the use or return or equipment at any time.
5. Separate grants are available for UniSA Sport Affiliated and Endorsed Clubs. For further details please go to [www.unisasport.edu.au](http://www.unisasport.edu.au).

**Agreement and Signature**

I have read, understood and agree the conditions of the Student Experience Grant Program.

By submitting this application, I affirm that the facts set forth in it are true and complete. I agree to keep copies of all tax invoices and receipts relating to the expenditure of this grant and will submit them along with a completion report within 1 month of the completion of the initiative. I understand that if this grant application is approved, any false statements, omissions, or other misrepresentations made by me on this application may result in the immediate withdrawal of the funding and I may be personally liable for the repayment of spent monies to the University of South Australia.

| Name (printed) |  |
| Signature |  |
| Date |  |
| Cost Centre or Club Name |  |
| Grant ID Number |  |
| Amount Approved |  |