

SSAF Student Experience Initiative Grants are open to current students and staff of Victoria University (VU) for projects that benefit VU students. The grant scheme is funded by the Student Services and Amenities Fee (SSAF). All applications must comply with the federal government's criteria for SSAF-compliant activities. For more information, see [education.gov.au/student-services-and-amenities-fee](http://education.gov.au/student-services-and-amenities-fee).

You may apply as an individual or a group for between \$500 and \$10,000. Your project must be completed and reported on in the calendar year in which the grant is awarded, and must not carry over into the next year. Staff and students of VU are eligible to submit multiple grants per round.

**IMPORTANT:** The selection panel will only accept applications made using the [SSAF SEI Grant online application form](#). Emailed or printed documents will not be accepted.

For details and dates of funding rounds please visit [vu.edu.au/ssaf](http://vu.edu.au/ssaf).

### A. ASSESSMENT AND AWARD PROCESS

A selection panel consisting two staff and two student members of the SSAF Consultative Committee (SSAF CC) will assess applications and make recommendations to the SSAF CC for final approval. The following criteria will be used in assessing applications:

1. alignment with SSAF eligible activities as defined by federal legislation
2. reach and impact: demonstrated benefit to a broad section of students
3. collaboration: forming a community of practice involving students and staff from across VU
4. diversity: benefits for diverse groups of students and staff (campus, HE/VE, gender, sexuality, culture, age)

#### One week after closing date:

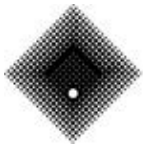
- The SSAF Consultative Committee (SSAF CC) evaluates applications and allocate grants.
- Applicants are advised of their outcome via email.
- Unsuccessful applicants are given feedback on their applications.
- Successful applications are published at [vu.edu.au/ssaf](http://vu.edu.au/ssaf).

#### Two weeks after closing date:

- Recipients will be advised how to draw down funds from the SSAF Student Initiative Grant Cost Centre

### B. TERMS AND CONDITIONS

1. **Reporting:**
  - Awardees are asked to submit progress reports to the SSAF CC meeting and may be invited to speak at SSAF CC meetings regarding the project.
  - A final acquittal report in a prescribed format is due by 30 November in the year the grant is awarded. Failure to submit this will require you to return 100% of the granted funds.
  - If the project is only partially completed, a portion of the funds must be returned, by negotiation.
  - If the project is cancelled, 100% of the granted funds must be returned.
2. **Brand:** If you are awarded a grant, it is your responsibility to ensure the acknowledgement statement "A SSAF funded Initiative" is included in any public communications or marketing material.
3. **Media:** VU may document parts of your project photographically or in film. You may request for particular aspects of your project to be documented. Rights to this media reside with VU.



### C. APPLICATION QUESTIONS

Below is a list of questions contained in the SSAF SEI online application form to help you prepare your application. The selection panel will only accept applications made using the [SSAF SEI Grant online application form](#). Emailed or printed documents will not be accepted.

#### Contact details (section 2)

- Name
- Student/staff ID
- Phone number
- Other project team members (if applicable)

#### Project details (sections 3 and 5)

- Title of project
- Which [government-prescribed purpose](#) does this project fall under?
- Project outline: Give a detailed overview of the proposed project and why it is needed. Include any evidence in support of your project. (400 words max)
- Project outcomes: Outline the specific, tangible benefits to students that will be achieved through the project. (300 words max)
- Evaluation: How will you measure whether you have achieved the project outcomes? (300 words max)

#### Project timeframe (section 4)

Note: Funds must be spent in the calendar year in which they were awarded.

- Project start date
- Project end date
- If ongoing: How will this project be funded after the SSAF funding ends?

#### Financial details (section 6)

- Budget: Provide an account of the budget required and what it will be spent on. Include salary and non-salary items. Please include one item per line, with a cost associated. If you have quotes to support your proposed budget, and/or a spreadsheet, please send these to [ssaf@vu.edu.au](mailto:ssaf@vu.edu.au). Please ensure you include your project title in your email subject line.
- Project total cost
- Comments: Anything you'd like to add? (300 words max)