

2021 SSAF Grant Program Application Form

Form Preview

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What is the Student Services and Amenities Fee (SSAF)?

In 2012, The University of Melbourne introduced the Student Services and Amenities Fee (SSAF), in compliance with the [Australian Government's Higher Education Legislation](#), to support and provide a wide range of services and amenities for students, and to support student-focused initiatives.

All students pay this compulsory fee annually. The amount you pay depends on your study load (full time or part-time).

Vision

The University is committed to understanding and meeting the needs of a diverse student population, and ensuring that all have an experience of lasting quality and enrichment. SSAF funds enable a wide range of initiatives, determined in collaboration with students, in support of this commitment.

What can SSAF be spent on?

The Higher Education Legislation stipulates that SSAF funds can be spent on the following:

Which SSAF category/s does your proposed project fall under? *

- | | |
|---|---|
| <input type="checkbox"/> Providing food or drink to students on a campus of the higher education provider | <input type="checkbox"/> Supporting debating by students |
| <input type="checkbox"/> Supporting a sporting or other recreational activity by students | <input type="checkbox"/> Providing libraries and reading rooms (other than those provided for academic purposes) for students |
| <input type="checkbox"/> Supporting the administration of a club most of whose members are students | <input type="checkbox"/> Supporting an artistic activity by students |
| <input type="checkbox"/> Caring for children of students | <input type="checkbox"/> Supporting the production and dissemination to students of media whose content is provided by students |
| <input type="checkbox"/> Providing legal services to students | <input type="checkbox"/> Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled |
| <input type="checkbox"/> Promoting the health or welfare of students | <input type="checkbox"/> Advising on matters arising under the higher education provider's rules (however described) |

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- | | |
|---|--|
| <input type="checkbox"/> Helping students secure accommodation | <input type="checkbox"/> Advocating students' interests in matters arising under the higher education provider's rules (however described) |
| <input type="checkbox"/> Helping students obtain employment or advice on careers | <input type="checkbox"/> Giving students information to help them in their orientation |
| <input type="checkbox"/> Helping students with their financial affairs | <input type="checkbox"/> Helping meet the specific needs of overseas students relating to their welfare, accommodation and employment |
| <input type="checkbox"/> Helping students obtain insurance against personal accidents | |

At least 1 choice and no more than 19 choices may be selected.

Eligibility

Has the proposed project or similar project previously received any of the following University and/or external funding? *

- | | |
|---|---|
| <input type="checkbox"/> Melbourne Engagement Grant | <input type="checkbox"/> Funding provided by your School and/or Faculty |
| <input type="checkbox"/> SSAF Grant Program (Previous Round/s) | <input type="checkbox"/> External funding |
| <input type="checkbox"/> Student Engagement Grant (previous rounds) | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Equity Innovation Grant | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Learning and Teaching Initiative Grant | |

At least 1 choice must be selected.

Are you in the process of applying for one of the following University and/or external funding for the proposed project? *

- | | |
|---|--|
| <input type="checkbox"/> Melbourne Engagement Grant | <input type="checkbox"/> External funding |
| <input type="checkbox"/> Equity Innovation Grant | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Learning and Teaching Initiative Grant | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Funding provided by your School and/or Faculty | |

At least 1 choice must be selected.

I confirm that the proposed project is not for *

- ☐ An ongoing project/activity or the day to day operations of a student club or group
- ☐ A project/activity that is for assessment (credit) for a subject or completion of a course (e.g. directly related to PhD)
- ☐ A project/activity that is primarily partisan or religious in nature
- Please see the 2021 SSAF Guidelines for further information.

Is the proposed project currently already offered by the University? *

- ☐ Yes ☐ No
- For the list of student services currently offered at University, please visit the Student Services Directory

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Previously awarded Student Services and Amenities Fee (SSAF) Grant Program funds

For all SSAF Grant Program funding awarded prior to 2020 (e.g. [2016 Round 1 to 2019 Round 6](#)), please contact Illy Paumolevuka: ip@unimelb.edu.au

For SSAF Grant Program funding awarded in 2020 onwards, please contact the Student Engagement team in Student and Scholarly Services: ssaf-grants@unimelb.edu.au

Note: All applicants listed must have provided acquittal reports (fully acquitted with no outstanding debts) for previously awarded SSAF Funds. The proposed project/activity for the 2021 SSAF Grant Program round must not be a repeat project that has been previously funded.

I confirm *

- ☐ I do not have any outstanding University of Melbourne SSAF Grant Program debts
- ☐ I have fully acquitted all previously awarded University of Melbourne SSAF Grant Program funds

Project/Activity Leader Details

* indicates a required field

Applicant Details

Project/Activity Leader *

Title First Name Last Name

The primary contact person for this SSAF Grant Program application.

Preferred First Name *

Primary Contact Number *

Must be an Australian phone number.

University Email Address *

Must be a student or staff email address (@student.unimelb.edu.au or @unimelb.edu.au)

Campus *

- ☐ Burnley ☐ Parkville ☐ Werribee
☐ Creswick ☐ Shepparton ☐ Other:

- ☐ Dookie ☐ Southbank

Select the campus where you are primarily located.

Applicant Status *

- ☐ Currently enrolled University of Melbourne student
☐ Currently employed University of Melbourne staff member

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☐ Currently employed staff member of a University of Melbourne UMSU, GSA and/or MU Sport

Do you have project partners, co-applicants and/or team members from within the University? *

☐ Yes

☐ No

Are you partnering with an organisation outside of the University? *

☐ Yes

☐ No

Student Details

Student ID *

Please ensure it is typed correctly.

Student Status *

☐ Domestic student

☐ International student

Course *

E.g. Bachelor of Arts, Master of Social Work, PhD - Faculty of Science

Expected Graduation Date *

Must be a date.

The proposed project/activity can be and/or will be completed by 30 June 2022 *

☐ Yes

☐ No

Projects must commence no later than 6 months following the receipt of funds and be completed and acquitted by 30 June the following year (unless extension granted).

Student Club, Societies, Organisation Details

Are you associated with a University of Melbourne Student Club, Society and/or Organisation? *

☐ No ☐ GSA ☐ UMSU ☐ UMSU International
Other

At least 1 choice must be selected.

If you answered 'No' please answer 'Not Applicable' to the next question.

Is this project supported by the Student Club, Society and/or Organisation? *

☐ Yes

☐ Not Applicable

All applicants associated with a University of Melbourne club, society and/or organisation must seek written support from the relevant party for the proposed project/activity.

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Staff Details

Position Title *

Academic Division or COO Portfolio *

- | | | |
|---|---|--|
| <input type="radio"/> Architecture, Building and Planning | <input type="radio"/> Fine Arts and Music | <input type="radio"/> Veterinary and Agricultural Sciences |
| <input type="radio"/> Arts | <input type="radio"/> Law | <input type="radio"/> Chancellery |
| <input type="radio"/> Business and Economics | <input type="radio"/> Medicine, Dentistry and Health Sciences | <input type="radio"/> Chief Operating Officer Portfolio |
| <input type="radio"/> Education | <input type="radio"/> Science | <input type="radio"/> Other: |
-
- ☐ Engineering and Information Technology

COO Portfolio sub-portfolio *

- | | | |
|---|---|--|
| <input type="radio"/> Not Applicable | <input type="radio"/> Legal and Risk | <input type="radio"/> Research, Innovation and Commercialisation |
| <input type="radio"/> Business Services | <input type="radio"/> Operational Performance Group | <input type="radio"/> Student and Scholarly Services |
| <input type="radio"/> Digital and Data | <input type="radio"/> Property | <input type="radio"/> Other: |
-
- ☐ Finance
If not within the Chief Operating Officer Portfolio, please select 'Not Applicable'.

Head of Faculty/Division (or equivalent) *

| | | |
|----------------------|----------------------|----------------------|
| Title | First Name | Last Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

I have sought approval from my Head of Faculty/Division (or equivalent) for the proposed project/activity *

- ☐ Yes
Head of Division could be a Dean or FED, Vice-Principal, Director etc. Please seek support for the proposed project/activity this prior to submission of your application. You will be required to provide evidence of written support in the 'Supporting Documentation' section of this application.

Staff Member Details (UMSU, GSA or MU Sport)

Position Title *

Organisation *

- ☐ Umsu ☐ GSA ☐ MU Sport ☐ Other:

Head of Division/ Organisation (or equivalent) *

| | | |
|----------------------|----------------------|----------------------|
| Title | First Name | Last Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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I have sought approval from my Head of Division/Organisation (or equivalent) for the proposed project/activity *

☐ Yes

Please seek support for the proposed project/activity this prior to submission of your application. You will be required to provide evidence of written support in the 'Supporting Documentation' section of this application.

Project Partners and Co-applicants from within the University of Melbourne

* indicates a required field

University of Melbourne Activity Partners

Which, if any, other Academic Divisions and/or University of Melbourne affiliated organisations are you partnering with? *

Word count:

Co-applicants and team members details

By providing their details below, you confirm you have obtained the consent and approval of your peers to be listed as a co-applicant and team member for the proposed project/activity as part of the 2021 Student Services and Amenities Fee (SSAF) Grant Program.

Student or Staff *

Title First Name Last Name

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

University Email Address *

Student ID number (if applicable)

Course (if applicable)

Mobile Phone Number *

Must be an Australian phone number.

Academic Division or COO Portfolio *

☐ Architecture, Building and Planning ☐ Fine Arts and Music

☐ Veterinary and Agricultural Sciences

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- ☐ Arts
- ☐ Business and Economics
- ☐ Education

- ☐ Law
- ☐ Medicine, Dentistry and Health Sciences
- ☐ Science

- ☐ Chancellery
- ☐ Chief Operating Officer Portfolio
- ☐ Other:

- ☐ Engineering and Information Technology

If UMSU, GSA or MU Sport, etc, please select 'Other' and type in the relevant details in the free text box.

COO Portfolio sub-portfolio

- ☐ Not applicable
- ☐ Business Services

- ☐ Finance
- ☐ Legal and Risk

- ☐ Property
- ☐ Research, Innovation and Commercialisation
- ☐ Other:

- ☐ Digital and Data

- ☐ Operational Performance Group

Project/Activity Proposal

* indicates a required field

Project Details

Project/Activity Title *

Short description of the proposed project/activity *

Word count:

Must be no more than 100 words. Please describe what the SSAF Grant funds will be spent on, if successful. Please also describe the context. If successful this summary may be used in University of Melbourne publications.

Campus that benefits from the proposed project/activity *

- ☐ All ☐ Burnley ☐ Creswick ☐ Dookie ☐ Parkville
☐ Shepparton ☐ Southbank ☐ Werribee

Other

Select the campus/es where students will benefit from this project.

Project Delivery Mode *

- ☐ Dual-delivery (online and campus-based)
☐ Online
☐ Campus-based (in person)
☐ Other:

At least 1 choice must be selected.

Project Start Date *

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The project/activity cannot be already completed when applying for SSAF Grant funds. Funds will only be awarded to a project/activity in progress or yet to commence. Please refer to website for 2021 timeline and funding date for guidance.

Project End Date *

Must be a date and no later than 30/6/2022.
The project must be completed by 30 June 2022.

What is the total amount of SSAF Grant financial support you are requesting in this application? *

Up to \$20,000 AUD maximum may be awarded per project.

Previous SSAF Grant Program funding

Has the proposed project/activity previously received a Student Services Amenities Fees (SSAF) Grant?

☐ Yes ☐ No

For a list of previously SSAF Grant Program recipients, please visit the SSAF Grant Program website.

How is the proposed project different from the previously funded SSAF Grant Program project?

What is new about the current project/activity, and how does it build upon the previous project/activity? *

Word count:

Must be no more than 200 words.

Key Selection Criteria (equally weighted)

1. What are the planned activities for the proposed project? *

Word count:

Must be no more than 200 words.

Applicants are encouraged to use bullet points.

2. How many students and what type of students will benefit from the proposed project/activity? Please estimate the number and types of students you expect to be impacted. In particular, will it benefit a certain cohort of students (e.g. Access Melbourne, Indigenous and/or Torres Strait Islanders, international students, mature age, etc.) *

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Word count:

Must be no more than 200 words.

3. Why does this project/activity need to be completed? Describe the specific issue and/or need you aim to address through the proposed project/activity. *

Word count:

Must be no more than 200 words.

3a. Is this project already being offered at the University of Melbourne? *

☐ Yes

☐ No

☐ Other:

If 'Other' please type an short explanation in the free text box.

4. What are the expected outcomes of the project/activity? Describe three (3) things you want the project to achieve in terms of benefits for students. *

Word count:

Must be no more than 200 words.

5. How will you know if these outcomes have been achieved? Describe three (3) changes you will see if the expected outcomes of the project occur. *

Word count:

Must be no more than 200 words.

6. How are you collaborating across the University? *

Word count:

Must be no more than 200 words.

Contingency Plans

* indicates a required field

Alternative Plans

Due to the evolving situation of COVID-19 and expectation that the University adhere to the [Victoria Government's restrictions and advice](#), there may be unexpected changes to the delivery of the [Student Services and Amenities Fee \(SSAF\) Grant Program](#) depending on how COVID-19 situation progresses. Currently, the program is running as planned. If there are any significant changes to the program, updates will be available via the [SSAF Grant Program website](#) and emails will be sent directly to applicants.

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SSAF Grant funding requests that involve projects being delivered on University grounds/ campuses must adhere to [return to campus](#) guidelines and advice. We strongly recommend that alternative plans for projects are put in place due to the evolving nature of COVID-19.

Our first priority is maintaining a safe and healthy campus. When you are on campus, you must comply with the University COVID-19 health and safety protocols outlined on the University's [return to campus webpage](#).

Please outline any contingency plans for your proposed project/activity? *

Word count:

Must be no more than 250 words.

Applicants are encouraged to use bullet points.

Alignment of Proposed Project

*** indicates a required field**

Alignment with the key principles of SSAF and the University's Advancing Melbourne strategy

Student Services and Amenities Fee (SSAF) funding is designed to support projects that benefit students. As part of your project proposal, please demonstrate that your project is aligned with the principles of SSAF and indicate how you will measure each of the following:

- 1.Alignment with University strategy and student experience goals.
- 2.Commitment to consultation with student-related groups and engagement of students as partners in decision making.
- 3.Commitment to addressing the University's equity and diversity goals.
- 4.Commitment to representation of student groups, cohorts and campuses.

You may wish to consult the [University's Advancing Melbourne strategy](#).

1. Alignment with University's Advancing Melbourne strategy and student experience goals. *

Word count:

Must be no more than 150 words.

2. Commitment to consultation with student-related groups and engagement of students as partners in decision making. *

Word count:

Must be no more than 150 words.

3. Commitment to addressing the University's equity and diversity goals. *

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Word count:

Must be no more than 150 words.

4. Commitment to representation of student groups, cohorts and campuses. *

Word count:

Must be no more than 150 words.

Proposed Budget and Funding Requesting

* indicates a required field

SSAF Grant Program Project Proposed Budget

- 1.Include items that are essential and required for the completion of the project/activity.
- 2.The proposed budget items should include as much detail as possible under headings such as 'Marketing' or 'Resources'. This could include quotes from service providers. All prices should be quoted including GST.
- 3.It is recommended that you have your mentor (for student applicants) or Head of Faculty/Division (for staff applicants) review the proposed project/activity budget.
- 4.Please refer to the [2021 SSAF Grant Program Guidelines](#) for information on the types of budget items that will be supported.
- 5.Successful grants will require the submission of a Progress Report and/or Acquittal Reporting, including a financial acquittal by 30 June 2022 and the provision of receipts for expenditure.

Applicants should download and use the 2021 SSAF Grant Program Budget Template available on the [SSAF Grant Program website](#).

Please upload your proposed budget *

Attach a file:

A minimum of 1 file must be attached.

SSAF Grant Payment

For staff applicants and staff-led projects:

- University staff and departments should note grant funding, when received, is considered operating (internally transferred) income and therefore must be fully expensed in the same calendar year in which the funding was received. Unspent funds (staff only) in the same calendar year will be recalled by the University's Finance Team in accordance with the University's finance and accounting policy; and then redistributed in January the following year. The amount will need to be noted in the Progress Report prior to the 30 November calendar year cut-off.
- If University staff wish to receive grant funds in 2 instalments, applicants are required to submit a budget outlining funds to be expended in Q3&4 (calendar year funds are

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granted) and Q1&2 (next calendar year) when completing the Payment Details Form, post successful outcomes.

Please indicate how you would like to receive funds, if successful *

- ☐ Total amount upfront to be paid after the notification of a successful outcome in 2021
- ☐ SSAF Grant funding to be paid in two (2) installments across the 2021 and 2022 calendar years (e.g. \$10,000 to be received in 2021 following the notification of a successful outcome, and the balance to be paid by March 2022)

Please outline estimated amount to be received each year

2021

Total Income Amount

\$

Must be a dollar amount.

2022

Total Expenditure Amount

\$

Must be a dollar amount.

Other Contributions including grant funding and/or in kind

Please list any other funding contributions and/or in kind support for this proposed project not listed in the budget (e.g. this could include partial funding from your Student Club, Society and/or Organisation; School and/or Faculty). Please list/itemise.

Word count:

Must be no more than 200 words.

Supporting Documentation

* indicates a required field

Student Club, Society, Organisation Written Letter of Support

If applicable, please provide written support from the Head of the relevant Student Club, Society and/or Organisation (e.g. Director, President) *

Attach a file:

This can be either a letter or email. Please attach a copy of the relevant written support document in PDF format.

Head of Faculty/Division/Organisation (or equivalent) Written Letter of Support

Please provide written support from the Head of your Faculty/Division/Organisation (or equivalent) *

Attach a file:

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This can be either a letter or email. Please attach a copy of the relevant written support document in PDF format.

Proposed Project's Timeline

Applicants can use the Project Timeline template (Excel) available on the [SSAF Grant Program website](#), or upload your own.

Please upload the proposed project's timeline. *

Attach a file:

A minimum of 1 file must be attached.

Mentor Details and Endorsement Form

Student applications must have the support from University of Melbourne mentor. This can be an academic or professional staff currently employed at the University of Melbourne or be an Alumni.

All mentors must completed the Mentor Endorsement Form, available on the [SSAF Grant Program website](#).

Mentor Details *

| Title | First Name | Last Name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Position Title *

Primary Contact Number *

Must be an Australian phone number.

Primary Email Address *

If your mentor is a professional or academic staff member at the University of Melbourne, please provide their University Email Address (@unimelb.edu.au).

Please attach a signed and completed Mentor Endorsement Form *

Attach a file:

External Partner Organisation/s (if applicable)

Partner organisation(s) may include external not-for-profit organisations, government, schools, community groups, student clubs/societies, international organisations or other organisations as appropriate.

If applicable, the partner organisation(s) contribution must be documented and they must demonstrate their commitment to the project/activity and the applicant(s).

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The contribution made by the partner organisation(s) may be cash or 'in kind' support for the project/activity. 'In kind' support refers to resources, materials or staff time that are essential to the project/activity.

Where a project involves an external partner organisation, details of the partner organisation's agreement and financial or in-kind support must be provided and outlined in a letter of support (see the *Resources* section of the [SSAF Grant Program website](#)).

Partner Organisation *

Organisation Name

Contact Person *

Title

First Name

Last Name

Position Title *

Primary Contact Number *

Must be an Australian phone number

Primary Email Address *

Must be an email address

**Partner Organisation
Primary Website**

Must be a URL.

**Please provide a
Letter of Support from
your external Partner
Organisation ***

Attach a file:

Please attach a copy of the relevant written support document in PDF format.

Additional Information

Do you have any additional information and/or comments for consideration by the SSAF Grant Program Selection Committee?

Word count:

Must be no more than 150 words.

Additional Supporting Documentation

Attach a file:

Applicant Acknowledgement

* indicates a required field

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Project/Activity Leader

By submitting my 2021 SSAF Grant Program Proposal, I confirm I have *

- ☐ Read the 2021 SSAF Grant Program Guidelines thoroughly
- ☐ If applicable, provided the details of my co-applicants, mentor, and/or partner organisation with the completed 2021 SSAF Grant Program Application Form
- ☐ Obtained a Letter of Support from a mentor OR Head of Faculty/Division/Organisation and/or partner organisation (where required)

If successful, I will commence the proposed program no later than 6 months following the granting of the award, and upon completion of the project/activity, will provide an acquittal report, by 30 June 2022. If my project/activity is due to complete in 2022, I will complete a Progress Report by 15 November 2021. *

☐ Yes

My proposed application addresses one or more of the areas detailed in the Higher Education Legislation and aligns with the key principles of SSAF. *

☐ Yes

I have consulted appropriately with my co-applicants/team members, University mentor, Head of Faculty/Division/Organisation and/or partner organisation (where relevant) and all have the capacity and basic infrastructure resources to complete the proposed project/activity by the project acquittal dates (June 2022 at the latest). *

☐ Yes

If successful, I will complete the compulsory briefing module (early June 2021). *

☐ Yes

If successful, I will obtain an Australian bank account (student applicants) or the relevant Themis Account String/s (staff applicants) and ensure these details are up-to-date and correct for the disbursement of the awarded SSAF Grant Program funds.

☐ Yes

I acknowledge that any unused grant funds of more than \$100 will be returned to the University, and any project/activity information provided may be used for promotional purposes. *

☐ Yes

Please type in your name *

Today's Date *

Must be a date.

As the Project/Activity Leader, I confirm *

- ☐ I will bear full responsibility for the conduct of the proposed project/activity

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☐ Awarded SSAF Grant Program funding will be spent in accordance with the Australian Government's Higher Education Legislation and the 2021 SSAF Grant Program Guidelines
For more information about the Australian Government's Higher Education Legislation and/or the 2021 SSAF Grant Program Guidelines, please consult the respective websites.