

2026 Peter McPhee Community Impact Grants Guidelines

August 2026

Impact Grants | Student and Scholarly Services



1 About Peter McPhee

Peter McPhee is a distinguished academic who has had a long association with The University of Melbourne of Melbourne, where he was awarded his Bachelor of Arts and Master of Arts degrees, a Diploma in Education, and a Doctor of Philosophy degree. He has held a Professional Chair in history at the University of Melbourne since 1993 and has occupied several academic management positions, including Deputy Dean of the then School of Graduate Studies, Head of the Department of History, and Deputy Vice-Chancellor (Academic). He was appointed as the University of Melbourne's inaugural Provost in 2007, a position from which he retired in 2009. He remains a Professorial Fellow of the University of Melbourne and continues to teach and supervise in the School of Historical and Philosophical Studies.

2 Overview of the Grant Program

The Peter McPhee Award aims to support projects that have a positive Impact in the Community by; *'promoting and developing engagement activity within the University of Melbourne student community. Assisting students or groups of students to initiate, or participate in, leadership and community engagement involving the University student community, and the wider community'*.

In 2026, the Peter McPhee Grant Trust will offer funds up to **\$7000** per project, with total funds available of \$25,000.

Applicants' support can be found via the program website, [Impact Grants Canvas Module](#) or book a [Consultation Appointment](#)

Successful student applicants can be considered towards a [Melbourne Plus](#) capability recognition.

3 Key Dates

Date	Action
01 July 2026	Applications open 09:00AM AEST
23 August 2026	Applications close 11:59PM AEST. Late applications will not be considered
10 September 2026	Outcomes released
25 September 2026	Funds released to successful applicants
07 May 2026	Recommended project completion / Acquittal due date

4 Applicant Eligibility

- 4.1 Applicants must be a current University of Melbourne student in good academic standing (not at Risk).
- 4.2 Applicants may be affiliated with or act as a representative of a student club, group, association or society.
- 4.3 The Applicant is the Project Leader/Responsible Person and will be responsible for receiving all primary communications and custody of funds.
- 4.4 Applicants must be able to complete the activity within the grant period and expend the funds.
- 4.5 All Applicants listed must have fully acquitted any previous grants and no outstanding debts.
- 4.6 Applicants must not graduate before the end of Semester One 2027 (acquittal deadline of 7 May 2027.)
- 4.7 Applicants can apply for a maximum of one Grant per round.
- 4.8 Applicants can include current University of Melbourne students as team members.
- 4.9 All student applicants must nominate a University of Melbourne academic or professional staff member to act as a mentor and provide a letter of support.

5 Project Eligibility

- 5.1 Projects must not be completed before the application closing date and must not be finished prior to the outcomes announcement (10 September 2026).
- 5.2 Funding requests must be up to a maximum of \$7,000 and should reflect the project scope; and include relevant quotes or letters of funding allocation *if applicable* in the budget.
- 5.3 The activity has a significant engagement dimension that addresses the Peter McPhee Community Impact Values.
- 5.4 Previously successful Applicants may apply for grant funding provided any new proposal is materially different from the previous project. Proposals that substantially replicate a previously funded project will be ineligible.

6 Ineligibility

- 6.1 What will not be funded:
 - 6.1.1 A proven established project/activity
 - 6.1.2 General or core day to day operations of a student club or group.
 - 6.1.3 A project/activity that is primarily partisan or religious in nature.
 - 6.1.4 Fees/payment to administrate the grant activities or administration/project coordination are prohibited
 - 6.1.5 Retreats/Conferences
 - 6.1.6 Honoraria paid to applicants, mentors, or partner organisation personnel.
 - 6.1.7 Donations to partner organisation
 - 6.1.7.1 Requests for direct payments to partner organisations, such as donations, purchase of equipment supplied by the partner and hire of partner organisation facilities, will not be funded.
 - 6.1.8 Travel to DFAT level 3> locations please visit smartraveller.gov.au for further information
- 6.2 Applicants cannot personally profit from the grant funds.
- 6.3 UoM Staff members and UoM Affiliated Staff members are ineligible to apply.
- 6.4 You are ineligible to apply for this round if you have any outstanding acquittal from a previous round, unpaid debts, or student sanctions

7 Community Impact Values and Assessment Priorities

- 7.1 Eligible applications will be assessed based on one of the following Peter McPhee Community Impact Values:

Domain	Description
Arts & Culture	Projects aiming to strengthen and enrich community engagement. e.g., education, innovation, community participation, creativity.
Equity & Access	Projects aiming to address intersectional economic and social inequity. e.g., economic, access and inclusion, wellbeing and belonging.
Sustainability & Environment	Projects aiming to strengthen community bonds, improve quality of life in current global challenges. e.g., community practices, environmental sustainability, climate emergency.

- 7.2 Eligible applications will be assessed based on the following Assessment Priorities:
 - 7.3 Address the Community Impact Values
 - 7.4 Demonstrate a feasible timeline and realistic budget
 - 7.5 Show evidence of intercultural consultation and engagement practices
 - 7.6 Demonstrate benefits to applicants in skills, knowledge and leadership

8 Application Process and Outcome Notification

- 8.1 Applications are submitted and managed online via Smarty Grants. The Peter McPhee Community Impact Grant Application Form can be accessed from the [Peter McPhee Community Impact Grant website](#) and must be submitted prior to the deadline advertised. Applicants will receive an email acknowledging receipt of their submission.
 - 8.1.1 Applicants submitting on behalf of a group must nominate a responsible person
 - 8.1.2 When applying via SmartyGrants, use your groups' email for applications.
- 8.2 Incomplete and/or late applications will not be considered.
- 8.3 Following the recommendations of the Selection Committee, applicants will be notified in writing of the result of their application within four to six weeks of the Peter McPhee Community Impact Grant application closing date.
- 8.4 The Selection Committee may impose additional funding conditions on the grant where it is considered warranted with feedback, and it is the responsibility of the applicant to accept the conditions or reject the grant.

9 Budget & Timelines

- 9.1 Budgets should accurately reflect the scope of application with relevant quotes obtained where applicable.
- 9.2 Funds must be used for the purposes set out in the proposed application.
- 9.3 Details regarding the dates for key activities and corresponding expenditures for the project/activity should be indicated in the Project Timeline.
- 9.4 Include all income sources (cash and in-kind) in the budget.
- 9.5 Some examples of items to include are:
 - 9.5.1 Travel (flights, taxi, bus, transfers, accommodation, if applicable). Please note, travel costs must be kept to a minimum and not exceed more than 40% of total grant allocation.
 - 9.5.2 Catering/Food (recommended cap to not exceed more than 40% of total grant allocation)
 - 9.5.3 Venue hire
 - 9.5.4 Sustainable Marketing/Promotion
 - 9.5.5 Training materials/resources
- 9.6 The following items require justification:
 - 9.6.1 Purchase of equipment
 - 9.6.2 Training for the applicants
 - 9.6.3 Consultancy fees

10 Mentors

- 10.1 Each application must name a University of Melbourne academic or professional staff member to support their application and act as a mentor.
- 10.2 A letter of support is required in the Application submission; this can be provided on letterhead or via copy of a UoM email (PDF) stating the mentor agreement.
- 10.3 This is applicable to all student applications, inclusive of student groups, associations and societies etc.
- 10.4 No payment or remuneration is available for mentors.
- 10.5 Applicants cannot be named as a mentor on their own application.

11 Partner Organisations

- 11.1 Partner organisations may include external not-for-profit organisations, government, schools, community groups, student clubs/societies, international organisations, or other organisations as appropriate. If applicable, partner organisations' contribution must be documented and demonstrate their commitment to the activity and the Applicants.
- 11.2 The contribution made by the partner organisation(s) may be cash or 'in kind' support for the activity. 'In kind' support refers to resources, materials or staff time that are essential to the activity.
- 11.3 A Partner Organisation Support Letter must be provided, if applicable.

12 Travel 2026-2027

- 12.1 Students looking to travel as part of their project will be required to register their travel with the University of Melbourne of Melbourne. Please visit [Smartraveller.gov.au](https://smartraveller.gov.au) and the Universities Travel Insurance website.
- 12.2 Travel to DFAT Level 4 (Do Not Travel) is prohibited for grant-funded activities, unless an authorised Exception Approval is granted by [Designated Approver].
- 12.3 Travel to DFAT Level 3 (Reconsider) is permitted only after a mandatory travel risk assessment and approval from [Designated Approver] through the University of Melbourne registry of travel is required.
- 12.4 Travel (flights, taxi, bus, transfers, accommodation, if applicable). Please note, travel costs must be kept to a minimum and not exceed more than 40% of total grant allocation.

13 Reporting Requirements

- 13.1 Unspent funds of more than \$100 must be returned to the University of Melbourne at the conclusion of the project and within the grant funding year; and should be highlighted throughout the activity reports and expenditure (e.g., Acquittal Report).
 - 13.1.1 If for any reason, an expenditure is unaccounted for with a receipt, a completed and witnessed statutory declaration must be provided. The University of Melbourne reserves right to pursue legal action regarding any unspent funds. Student applicants must be able to finalise an acquittal prior to completing their degree otherwise sanctions may be imposed on their student record.
- 13.2 Funding will be distributed within four to six weeks following notification of a successful application outcome.
- 13.3 Any funding conditions will be documented in the grant agreement.
- 13.4 Reporting requirements for successful Peter McPhee Community Impact Grant will typically include:
 - 13.4.1 Briefing Module & Agreement: Successful applicants are required to read through, complete the compulsory online briefing module and sign the agreement on Smarty Grants prior to receiving the Grant funds.
 - 13.4.2 Receipts: Original itemised and dated receipts are required to support the financial acquittal of the grant. Expenditure without receipts must be accounted for with a completed and witnessed statutory declaration. Unspent funds of >\$100 will either need to be reallocated or returned to the University of Melbourne.
 - 13.4.3 Acquittal Report: must be completed by 7 May 2027. This involves completing a final report evaluating the completed activities and project outcomes and a full recording the project/activity's expenditure, including contract/wage details (if any).
 - 13.4.4 Variation Requests: only required if there are major variations to the successfully funded project/activity (e.g., any significant shifts in the project/activity timelines and/or requesting an extension, a change of Project Leader/team members and/or partner organisation(s), and reallocations >20% of the total awarded Peter McPhee Community Impact Grant funding amount) and available via the SmartyGrants Account.
 - 13.4.5 Variation Requests are to be submitted no later than 3 weeks prior to agreed Acquittal date with an outcome to be notified within 7 business days.
 - 13.4.6 Submission of Variation form is a request only and not confirmation of variation or proposed actions.
- 13.5 The University of Melbourne of Melbourne may use information provided in the Grant Program applications and Progress Report, Acquittal Reports and other activity reports for reporting and promotional purposes.

14 Payment

- 14.1 Funding will be distributed within six weeks following notification of a successful application outcome.
- 14.2 Student applicants (project leaders) must be based in Australia and hold an Australian bank account. Ensure bank details are up to date in the [my.unimelb student portal](#).
- 14.3 Contractors must provide a valid ABN and a proper invoice
- 14.4 Any payment for a fee e.g. cash-in-hand is strictly prohibited.
- 14.5 Payment must be evidenced by valid invoices and receipts.

For further information and assistance, please contact the Impact Grants Team
impactgrants-team@unimelb.edu.au