

Student Theatre Grant Guidelines



Student Engagement | 2024

1. VISION

Student Theatre plays an important part in the cultural life of the University by providing support for student theatre and performing arts on campus and enrich the ecology of student theatre on campus. The Student Theatre Grant Program offers funding to student theatre groups and individuals to encourage diversity and renewal of student theatre.

Student Theatre Grants is funded by the Student Services Amenities Fee (SSAF).

2. GRANTS OBJECTIVES

Student Theatre Grant offers student theatre groups and individuals at various stages in the creative process to assist with funding projects and performances. The purpose of this initiative is to enrich the ecology of student theatre on campus by:

- Removing financial barriers to engage in new and interesting ways with student theatre.
- Encouraging innovation and diversity of work
- Facilitating and supporting a diversity of student theatre groups on campus
- Supporting new voices to be heard; and
- Creating more opportunities for engagement
- Support projects to a maximum sum of \$2500

Theatre Groups or individuals may apply for a grant at any of the following stages in the creative process:

- Developing an idea for an original work; or
- Putting on an existing work; or
- Putting on an original work; or

3. APPLICANT ELIGIBILITY

- Please note that the person submitting the Application must be a **current University of Melbourne Student**. If you do not fulfill this criteria, you must nominate a current student in your theatre group to be the Project Lead.

4. PROJECT ELIGIBILITY

1. No funding is going towards any academic assignment or coursework activity.
2. At least 75% of the personnel involved in the project are currently enrolled students in any University of Melbourne course (undergraduate or graduate).

3. It is a requirement that the new work will result in a production/performance occurring within one year of the grant being approved.
4. No students are being paid.
5. When partnering with an industry mentor, it is recommended that an acknowledgment of agreement is supplied via the application form.
6. SSAF funding for student theatre can extend beyond productions in the Parkville, Arts and Cultural building.
7. Funding may be used for the following purposes:
 - Materials and equipment (excluding purchase of computers, mobiles, tablets)
 - Royalty payments
 - Venue hire and support for a new production
 - Venue hire and support for an existing play / musical production
 - External rehearsal spaces
8. What will **not** be funded through a Student Theatre Grant:
 - Administrative costs associated with the running of a group
 - Funding for theatre camps
 - Productions or other activities that are part of an assessment for a subject or course.
 - Travel and transport
 - Payments to students

If you have any questions in regard to these eligibility criteria, please contact impactgrants-team@unimelb.edu.au

5. KEY SELECTION CRITERIA

In selecting which application to fund, the selection committee will consider whether the project:

- Encourages innovation and creative risk taking?
- Encourages participation and engagement of students and audiences?
- Encourages diversity, inclusion and sustainability?
- Fosters new or existing collaborations of students and audiences?
- Demonstrates realistic financial and production planning?

The Grants application form will ask how you considered **access** and **sustainability**. Refer to the following [information](#) on how to make your theatre show more sustainable and accessible.

6. APPLICATION PROCESS AND OUTCOME NOTIFICATION

1. An application form is submitted via SmartyGrants.
2. Applicants must address how the project/activity reflects the key selection criteria.
3. If the application involves the participation of an industry mentor; written confirmation of their agreement to participate must be provided.
4. Applications must complete the section of the application form which asks for a [creative statement](#) and [project description](#) and include a [budget](#) that specifies exactly how the grant money will be spent.
5. The Student Theatre Grant Selection Committee will review the application and provide an outcome to the student within 14 business days.
6. Following the recommendations of the Selection Committee, applicants will be notified in writing of the result of their application. Funding will be distributed within four weeks following notification of a successful application outcome. Please see payment and receipts section for further details.
7. All projects for all grants must be commenced within two months of receiving the grant.
8. The Acquittal form must be submitted within one month after the project or performance period ends.

7. BUDGET

Finances spent should accurately reflect the scope of application with relevant quotes obtained in the budget.

1. The maximum funding that can be awarded for each grant is **\$2,500**.
2. The overall project/activity budget;
3. The specific grant sum you are requesting;
4. Other funding sources, if applicable (e.g., other University funding, partner organisation(s) contributions, other grants).

Unspent funds of more than \$100 must be refunded to the University at the conclusion of the project and should be highlighted through the Acquittal Report. If for any reason, an expenditure is unaccounted for with a receipt, a completed and witnessed statutory declaration must be provided. The University reserves the right to initiate legal proceedings regarding any unspent funds.

8. PAYMENT AND RECIEPTS

If your application is successful, the Project Leader will receive the allocation of the grant funding via their individual bank account as reflected on their student portal.

1. To receive payment, you must have an Australian bank account and a local contact address.
2. You will also need to provide / update these details in your Student Portal. You will need to ensure and check that your details provided are correct. Instructions on updating your details can be found on the scholarships page [here](#), under the heading 'Providing your bank details'.
3. The Project Leader will be accountable for where the funds are located (i.e. if transferring to a Student Theatre Company, club or society bank account), and the use of grant funds (keeping receipts and records of purchases) until acquittal.
 - a. Original itemised and dated receipts are required to support the financial acquittal of the grant. If expenditure of funds are not appropriately accounted for, or remains unspent and not re-allocated according to the SSAF grant guidelines, a refund (anything >\$100) will be organised at financial acquittal.

9. REPORTING REQUIREMENTS

The Acquittal Report must be submitted within one month after completion of your project or performance and encompass an evaluation report on the final activities delivered alongside a financial expenditure report.

1. Any unspent funds must be declared in the acquittal. Unspent funds of \$100 or greater must be refunded to the University.
2. The University of Melbourne may use information provided in the SSAF Grant Program applications and Progress Report, Acquittal Reports and other activity reports for promotional purposes.

For further information and assistance, please contact the UOM Student Theatre Grant imapctgrants-team@unimelb.edu.au