2024 Grant Guidelines

YouX

The Clubs grants program aims to promote a dynamic, collaborative and inclusive student experience.

It does this by encouraging Clubs to engage with each other, YouX and the student community in the creation of unique, innovative experiences and opportunities.

Grants are funding that is provided by YouX to our registered Clubs.

YouX is run by students, for students. One of our main goals is to encourage and assist in building an exciting, unique and inclusive campus culture.

In order to apply for a grant, you must be registered with YouX and be a not-for-profit organisation.

Note: We CANNOT accept grants for items or purchases that have already been paid for.

The University of Adelaide is referred to throughout this document as the University.

1. We are not able to reimburse Clubs for items. Clubs cannot make any purchases until after the grant has been submitted and approved by **ClubsAdmin.**

2. Grants are a request for funding, they are not guaranteed and all clubs should consider alternative options for funding in addition to YouX grants.

3. Clubs must be registered in order to receive funding. If your registration is out of date we will require you to re-register before we are able to approve your application.

4. You are unable to purchase any single-use plastics for Club events. We recommend reading up on the University's policies from the **Ecoversity** department.

5. Please note that <u>no</u> grant funding can be used to purchase alcohol.

6. Make sure that you keep financial records and receipts for items purchased with grant funding as YouX may request updates on these at any time.

7. For all minor grants, you should be attempting to submit at least two weeks ahead of your planned purchase or event.

8. Payment can take up to 14 days from the date the grant is submitted, so try and be as organised as possible.

9. Please provide us with your Clubs bank account for any payments, as we are unable to process money to individual accounts.

Grant Categories

The 'total annual amount available' is the TOTAL a Club can apply for over a calendar year period. If the total annual amount available is $1,100, the Club could apply for two separate $550 grants for example – or 6 separate grants with a total COMBINED amount of $1,100 or less.

In order to be eligible for a minor grant, you must apply and receive approval before your purchase is made. If you are running an event with minor grant funding, you must apply at least two weeks prior to the event date. As a general rule, you should only be applying for one category of grant funding per event. This will be assessed on a case by case basis, with a maximum spend of $1,100 for any singular event (which is not major or campus impact).

Total annual amount available	Category	What is it for?	Category specific rules/restrictions	How to apply
$150	Provisional (new) Club Start-up	To support provisional Clubs who are establishing themselves in the Clubs community and the wider University space. For basic items that are required to run a Club including but not limited to: square card readers, book keeping materials, cash boxes etc.	This grant can only be applied for by a Club in their provisional (first year) registration with YouX.	Complete application form, including quotes. Apply online.
$300	Fundraiser	Fundraiser events, such as BBQ's and bake sales are useful for Clubs to recruit members. These events have a presence on campus and of course raise money. This grant will assist Clubs to facilitate these events. The grant can also be used to purchase or rent equipment and cleaning materials for fundraiser events.	You can collect event catering packs from the YouX HQ (Level 4 Hub Central) Budgets for any fundraiser must be sent to ClubsAdmin with the grant application. The budget should always reflect a goal to raise more money than the amount you are requesting from YouX in the initial grant. Resources can be found on the website to help you plan. We recommend budgeting cost price, sale price & profit.	Complete application form, including quotes and budget for the fundraiser. Apply online. Budget template.

$400	Equipment	To assist Clubs in purchasing equipment needed to conduct Club activities/events. Olympic Party Hire offer 20% off of any items to our Clubs, so we recommend looking here first for any event decorations/equipment that may be required for an event.	The equipment purchased with this grant must have significant long-term benefits for the Club, be indefinitely reusable and not replicate equipment that is already available for hire. (except if the item will be used by the Club regularly - i.e. a microphone) The equipment must belong to the Club and be available to the entire Club its members, not only for certain individuals. The primary purpose of the equipment must be for on campus use. Equipment must also be stored on campus.	Complete application form, including quotes. Apply online.
$200	Online & Subscriptions	Designed to assist Clubs with online activities, interactions and subscriptions. This grant can be used to fund any online activity, or to purchase an online/software program to facilitate Club activities and engage Club members.	This grant cannot be used towards an activity that prioritises individuals or groups within a Club.	Complete application form, including quotes. Apply online.
$500	Merchandise & Promotions	To assist Clubs with the promotion to new members and in the broader student space. To purchase, or provide a discounted rate for merchandise. Promotional items can include: banners, stickers, badges etc.	Merchandise should be available to all members of the Club unless the item/s are intended for use during O'Week or Clubsland. All promotional designs should be approved by ClubsAdmin and banners should have the Clubs logo included on them.	Complete application form, including quotes. Include proposed design in the grant application. Apply online.
$1,100	Events & Activities	This grant is designed to assist Clubs with running a successful activity or event. These events should be interesting, unique and engage a wide range of students.	Grant funding cannot be used for the purchase of alcohol. This grant should not be used to facilitate BBQs or bake sales, unless you have already exhausted your fundraiser grant allocation. ClubsAdmin will assess the	Complete application form, including quotes. Apply online.

| | | Activities funded by this grant must be inclusive to all members, and be fitting to the Club. This can include but is not limited to: catering, transport, decorations, licences, security, etc.

[Olympic Party Hire](#) offer 20% off of any items to YouX Clubs, so we recommend looking here first for any event decorations/equipment that may be required. | merit of providing more money to this on a case-by-case basis.

The amount requested should be commensurate to the number of people who will attend the event and its inclusivity (i.e. a meeting of only the executive committee would not be appropriate for a large sum of money, but a Club AGM with 20+ members in attendance could justify a larger amount).

Thank you gifts and event prizes should be proportionate in value to what has been achieved/provided.

All purchases must be compostable as part of the SA Government ban on single-use plastics packaging and products. You can collect biodegradable event catering packs from the YouX HQ on Level 4 Hub Central. | |

When to apply for a grant:

In order to be eligible for the above grants, you must apply, and receive approval <u>before</u> your purchase is made. If you are running an event with the grant money, you must apply at least two weeks prior to the event date. *Also note that once approved by Clubs Admin, the money can take up to an additional two weeks to reach the Club bank account so please apply for grants as early as possible to ensure you are not out of pocket.*

You can apply for as many grants within the above categories within a calendar year as you like, but only up to the maximum amount listed for each.

How to apply for a grant:

1. Create an appropriate budget and plan (where applicable).
2. Fill out our online application and submit all requested information.
3. Submit your application before making any purchases. Please do this at least two weeks prior to the planned purchase or event, as we need this time to process and send the money to the Club bank account.

Grant restrictions:

1. No grant funding can be used for individual purposes or priority groups within the Club unless otherwise stated.
2. The amount of funding for a grant should be commensurate with the number of people that it will impact.
3. For applicable events, you should attempt to reach out to sponsors in addition to, or instead of applying for grant money.
4. Grants cannot be received after the fact. Please ensure that you have applied and received confirmation on your grant application before making any purchases.
5. Thank you gifts and event prizes should be proportionate in value to what has been achieved.
6. As a general rule, you should only be applying for one category of grant funding per event. This will be assessed on a case by case basis, with a maximum spend of $1,000 for any singular event (which is not major or campus impact).

Grant Specifics

New (Provisional) Club Start-up

Up to $150

Provisional Clubs are entitled to up to $150 to purchase essential items for running a Club. The items must be essential and useful and can include things like:

- Clipboard
- Cash tin/money storage item
- Cash receipt book
- Document wallet
- Pens & pencils/other stationary
- A square POS

Merchandise &

Promotions

Up to $500

All registered Clubs are entitled to up to $200 to purchase merchandise and promotional materials. This can include banners and printing. Please submit a copy of any graphic design with your grant application for approval.

This grant could be used to apply for:

- Banners
- Posters
- Flyers
- Membership cards
- Stickers
- Merchandise (shirts, hats etc.)
- Marketing/design elements for events

Please note that any designs must be approved by YouX staff and materials may also be required to use the YouX Clubs logo.

Banners can only be purchased once every two years unless you are purchasing a banner made with sustainable materials.

Equipment

Up to $400

The aim of the equipment grant is to provide Clubs the means to provide one-off purchases of equipment and resources that help the Club achieve its objectives. Eligible equipment could include a wide range of items, from buying board games to purchasing software to help keep track of your Club's finances. Items must be must be something that will be used regularly and will have a significant impact on your Club's longevity and membership.

Please consider the below before applying:

- How will this benefit my Club in the long term?
  If it requires maintenance or a subscription, how will we keep funding it in the future?
- How will we store this item? Remember YouX has limited locker space and if your Club does not already have a locker you will be required to go on a waiting list to receive one.

Note: YouX has a wide range of items to hire out so items such as marquees, tables and chairs can be booked through: youxclubs@adelaide.edu.au

Fundraising

Up to $300

We know how valuable fundraisers are for Clubs, especially bake sales and BBQs, both in terms of gaining revenue and also having a presence on campus. This funding can be used to purchase food, ingredients and cleaning items to run these events. Please send a detailed outline of the items you will be purchasing with your grant application for approval. You will also need to provide ClubsAdmin with a budget outlining how your event will raise more money than is being provided in order to receive the funding.

BBQ hire can be paid for and booked through: youxclubs@adelaide.edu.au Find more information about BBQ hire including cost on our website here.

Events & Activities

Up to $1,100

The events & activities grant is available to help Clubs put on interesting and unique events that contribute to campus culture. This grant can be used to fund every aspect of an event including: hiring or purchasing equipment, organising catering and promotion.

To be eligible for grant funding, the event, campaign or project must:

- Be open to all students at the University of Adelaide.
- Not clash with a YouX or YouX sponsored event.
- Have a primary focus on social opportunities, professional development, fundraising,

recruitment or raising awareness of your Club or an issue.

- Be run on campus where possible.
- Create an interesting, inclusive or innovative experience for students.
- Make effective use of resources available on campus, and include accessibility signage.

You should also consider the below when brainstorming for a Club event:

- Who is the audience for this event?
- What makes this event innovative, unique or interesting?
- How are you going to advertise it?
- How difficult will it be to organise, and do you have help to run it?

Any specific event related enquiries or questions can be sent to youxevents@adelaide.edu.au

You will need to submit a grant application form and outline the cost of all items you intend to purchase.

Online & Subscriptions

Up to $200

This grant aims to encourage and support events that are not run in person. This grant is flexible, and can also be used to supplement other grants (i.e. the online grant could be applied to digital promotions and activities to supplement an in-person event being funded by the events & activities grant.)

Some uses for this grant could include:

- Canva subscription
- Website design, development or platform
- Online quizzes, video games, or bingo
- Virtual open mic nights or karaoke
- Annual or monthly subscriptions (Canva, Hootsuite, LinkedIn premium etc.)

You should also consider the below when brainstorming for a Club event:

- Who is the audience for this event?
- What makes this event innovative, unique or interesting?
- How are you going to advertise it?
- How difficult will it be to organise, and do you have help to run it?

Apply for this grant by completing our online form, clearly outlining the items you are going to purchase and their cos

Major Grants

Total annual amount available	Category	What is it for?	Category specific rules/restrictions	How to apply
Up to $2,000	*Major Events*	This grant exists to encourage large, unique Club events on campus in collaboration with the YouX Events and Clubs teams. Major Events can and ideally should be organised in collaboration with other Clubs. The event must be open to all students on campus (not just one group or specific interest area). The grant can be used to fund various aspects of the event such as: hiring equipment, catering (only 25% of the grant allocation can be put towards the outsourcing of catering), a deposit for a performer etc. The below criteria must be considered in order to be eligible for the funding: • If the event is ticketed, offer discounted tickets for YouX members. • An event plan with the YouX Events team should be created. • Current students at the University of Adelaide should be the primary participants. • Access for all students at the University of Adelaide. • The event should take place on campus. • The event should include accessibility signage on any event promotion material.	The event must be held on campus. This grant can be considered for existing Club events, or events that have previously been facilitated, however, new and unique events will be prioritised. This grant will not be assessed for events that are considered to have the primary purpose of fundraising for the Club. We are unable to provide grant funding for the outsourcing of event delivery. Following the event, you will be required to complete a post- grant event report including financial documents and feedback from the event.	Complete the online application form and include a budget, if you are able to. A budget is not required for this first step but could be helpful to fast-track your grant. Major Grant Online Application Budget Template Following this initial proposal, you will need to complete a more thorough event proposal form and also a proposed event budget form. Once the documents have been sent, the YouX Events team will assess and provide a recommendation and/or ask the applicant to come in for a meeting to further discuss. When the YouX Events staff and the Club are happy with the event particulars ClubsAdmin will pass on to the Clubs Committee for their consideration and approval.

Campus Impact Grants

| Up to $6,000 | Campus Impact | Campus Impact grants are for Clubs that want to partner with the YouX to create a unique, innovative event for the broader student community. You will be mentored by the YouX Events team who will assist with the management and organisation of your event. This grant requires strong organisational skills and a long term time commitment.

The below criteria must be considered in order to be eligible for the funding:

• If the event is ticketed, offer discounted tickets for YouX members.
• An event plan with the YouX Events team should be created.
• Current students at the University of Adelaide should be the primary participants.
• Access for all students at the University of Adelaide.
• The event should take place on campus.
• Including accessibility signage on any event promotion material. | The event must be held on campus.

This grant cannot be used to fund regular Club events, existing events or an event fundraising for the Club.

We are unable to provide grant funding for the outsourcing of event delivery.

The event should contribute significantly to the student experience.

Following the event, you'll be required to complete a post-grant event report including financial documents and feedback from the event.

YouX can assist with:

• Event budget.
• Supplier recommendations & contact details.
• Risk assessment template/ review.
• Promotional plan advice/review.
• On campus logistics and facilities advice.
• Alcohol licensing advice.
• Overall advice on the feasibility of your event.

YouX are unable to assist with:

• On site event delivery/support/staffing. Management of any suppliers or bookings.
• Alcohol licensing implementation or responsibility.
• Payment of stakeholder invoices.
• Event marketing coverage i.e. photography, social media updates. | Complete the online application form including a budget

Campus Impact Grant Online Application

Budget Template

Once the form has been submitted, the YouX Events and Clubs teams will assess and provide a recommendation and ask the applicant to come in for a meeting to further discuss.

Following this meeting, you will be required to follow up with a more comprehensive budget and event plan, a risk assessment, alcohol compliance documents & any other documentation that is relevant as advised by YouX staff.

When the YouX team are happy with the event, they will then write a recommendation which is passed on to the Clubs Committee for their consideration and approval. You should have a minimum 8-week delivery window after the grant has been approved/assessed by the Clubs Committee.

The Clubs Committee on average meet once a month, so to be safe you should be looking to apply a minimum of 10-12 weeks out from your event.

A Club may apply for only one Campus Impact grant annually (i.e. the $6,000 could not be split up into separate events.) |