STUDENT ENGAGEMENT ACTIVITY GRANTS 2023
APPLICATION GUIDELINES

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OVERVIEW

Student Experience Network is a co-operative that is owned by its member organisations which include universities, TAFEs, student unions, guilds and associations, campus sports associations, as well as smaller campus groups. Our members span across more than 150 campuses in Australia and New Zealand.

As a Member Service Organisation, our strategic purpose is to empower our members with the capacity to:
- deliver on their own goals
- be part of a community of student service professionals
- be recognised as valued partners in the higher education sector

SEN recognizes that the past two years have been a challenge for all of our members with limited opportunities for on-campus engagement, lower commercial revenues and sponsorship opportunities.

With the support of Asahi Lifestyle Beverages, SEN is making engagement activity grants of up to $10,000 available to member organisations to support their event or activity.

OBJECTIVES

The Student Engagement Activity Grant Program aims to support initiatives that will improve student experience at member institutions and bring students back to campus. More specifically, successful initiatives will be those that provide opportunities for social engagement and directly contribute to enhanced campus vibrancy.

The Student Engagement Activity Grant Program seeks to achieve the following objectives:
- Increase the range of, and access to, positive on-campus experiences for students at SEN member campuses
- Encourage campus activations that are new/innovative, inclusive, broad reaching, fun, and relevant to the location
- Contribute to recognition of SEN member organisations as vibrant, student-focussed, progressive and supportive organisations

TIMELINES

The Program will operate in two funding rounds for 2023. To be considered, applications must be submitted using the online application form.

Applications should be submitted at least 4 weeks ahead of the proposed starting date of the initiative. Funding may be allocated at any time prior to the closing date for that round.

Round One	Opens 1 December 2022	Closes 28 February 2023
Round Two	Opens 1 May 2023	Closes 31 July 2023

APPLICATION PROCESS

Step 1: Carefully read these funding program guidelines to determine whether you meet the criteria. If you are unsure, contact the SEN office.
Step 2: Complete and submit an application form at any time. Applications must be received by 5.00pm on the closing date to be considered for that round.

APPLICATION CRITERIA

SEN Student Engagement Activity Grants are available to active financial members who have paid their 2023 annual service fee by 28 February 2023.

Initiatives which have multiple sources of income are encouraged. Business-as-usual initiatives (such as Orientation, stress less activities) will not be considered unless it is demonstrated that engagement and campus vibrancy will be significantly increased and enhanced. Applications for initiatives that are new or innovative are strongly encouraged.

Grant applications must be received before any activity takes place. Retrospective funding will not be provided. Applications received after the closing date for each round will not be considered for that round.

Grant funding will NOT be provided for the following uses:
- Gift cards or vouchers, gifts, prizes, trophies, scholarships, donations, other grant programs;
- Travel or accommodation;
- Operating expenses such as rent, insurance, electricity, water, rates or funding towards the running of other programs within the organisation;
- Administration or staff costs, unless they are additional requirements of the initiative; Purchase or leasing of vehicles or equipment;
- Costs that are not directly associated with the implementation or delivery of the initiative;
- Staff payments, honorariums, or other purchases that provide a direct benefit to an individual employee or student.

OTHER CONDITIONS

The following terms and conditions apply to successful Grant applications:

- Applicants who are successful in securing Grant funding in Round One are ineligible for Round Two.
- Maximum funding of $10,000 is available per applicant. SEN may choose to provide part-funding in support of an initiative.
- The Applicant acknowledges that they are responsible for the safe delivery of the initiative, including all risk planning and management, obtaining of necessary insurances and any other legal obligations.
- Initiatives that receive grant funding must be delivered within the 2023 calendar year.
- Funds must be expended and acquitted within six months of confirmation of the grant.
- Any variation to the initiative, or use of funds, must be discussed and agreed to in writing between the initiative organiser and SEN.
- Applicants must submit a written report to SEN within six weeks of the conclusion of the initiative, including participation stats, images, and financial expenditure.
- Any unexpended funds provided as part of the grant must be returned to SEN.
- Awarding of a Grant is at the sole discretion of SEN and its appointees. Where an application is declined, no correspondence will be entered into.

HOW TO APPLY

ONLINE APPLICATION

You will need to complete and submit this

The following information will be required as part of your submission:
- ☑ A description of the initiative and its target audiences (max. 500 words)
- ☑ The proposed timing of the initiative
- ☑ How the initiative will be delivered (existing staff/students/volunteers/contractors)
- ☑ Involvement of other partners/stakeholders
- ☑ A draft budget showing all income sources and how the grant funding will be used

Additional details, images or endorsements can be provided as an attachment to the online form.
You will have the option of saving the form to return to it later to complete it.

If you require any further information please contact the SEN office:
info@studentexperiencenetwork.com.au