Club Funding

Clubs & Societies form an important part of campus life by giving students the opportunity to participate in a diverse range of activities while at university. To support clubs and societies in their endeavor to organise a diverse range of activities and events UniCentre and the UOW Student life program grants funding to Clubs & Societies through CSE.

**General eligibility requirements**

In order to be eligible for funding each Club or Society must:

- Open a bank account with NAB on campus
  
  *Please note that CSE can transfer funding to UOW NAB bank accounts only*
- Inform CSE about changes in the club’s Executive
- Hand in affiliation papers and all reporting on time
- Ensure that UniCentre CSE is properly represented as a sponsor on all promotional advertising. Please note, all advertising with the CSE logo needs to be sighted and approved by CSE before publishing
- Follow all CSE, UniCentre and UOW policies and regulations

**Important things to note regarding funding**

There will be no exceptions with the funding process.

Funding will be distributed in 3 funding rounds each session and clubs apply in the closest round to their event:

- Weeks 3 and 7 and 13 rounds

If approved, funding will be deposited into the club’s bank account and clubs notified at 3 intervals in the semester.

- Weeks 4 and 8
- StuVac week (for the remaining of the semesters payments)

*Please note:* Any items bought by a club with CSE funding are considered the property of CSE and will become the property of CSE if the club defaults.

Fundraising events are not subsidised by CSE Funding. I.e. If you are selling tickets to non members to raise money CSE will not support the costs associated with running the event.
Funding Application Process

1) Submit an application for funding

Each request for funding must be submitted using the online Funding Application Form.

All funding must be applied for at least 2 weeks before the expense is incurred and before the event date unless clubs can demonstrate extraordinary circumstances. Applications will only be accepted if the correct procedures have been followed.

CSE Funding is available from Monday Week 1 first semester through to Friday of week 13 in second semester of each year. This includes the midyear recess break and excludes everything outside of this period.

2) Notification

Once submission of online form is complete, the club will receive an automatic notification and receipt of application.

CSE staff will contact each applicant within 5 working days after the application is submitted and communicate if the application is sufficient and effectively completed or communicate any changes required.

3) Activity/Event

If clubs have received approval for funding, clubs must keep receipts for every expense related to the funding application. CSE/Student Life must be represented on all the clubs promotional material and acknowledged as a sponsor.

4) Payment

Clubs must submit all receipts by the Friday of the relevant Funding Round Week. If all receipts are in accordance with the approved funding application CSE will transfer the agreed amount into the club’s NAB bank account. Clubs that submit receipts after the relevant Funding Round will forfeit their funding.

Funding Categories for 2013
<table>
<thead>
<tr>
<th>Funding Category</th>
<th>Category Explanation</th>
<th>What is funded</th>
<th>What is not funded</th>
<th>Maximum Amount</th>
</tr>
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| **Affiliation Funding** | Clubs who submit their complete affiliation paperwork by the due date. | - Club activities & events  
- Club resources | - Apps after 22/03/2013 | $100 once a year (no app required) |
| **Start Up** | One off funding given to newly established clubs, who open a NAB account | - Aids in the establishment of the club | - Existing clubs | $150 one off payment |
| **Training & Development Grant** | This grant assists a club in providing training and development opportunities for its members. Eg. Conference attendance, seminars, workshops. | - Training of members  
- Guest Speaker costs (accommodation, transport, speaker fees)  
- Materials & handouts  
- Travel expenses to conferences  
- Tools & training aids  
- Catering costs | - Club clothing  
- Printers and Ink  
- Internet/phone bills  
- Computers  
- BBQ purchase  
- Room hire  
- Stationary  
- Promo material  
- Sound Equip | Up to $200 per session |
| **Social Grant** | The social grant assists clubs in providing social events for its members. | - Food & beverages  
- Entertainment  
- Decorations  
- Resources  
- Security  
- Subsidized tickets / entry fees | - Room hire  
- Stationary  
- Promo material  
- Sound Equipment  
- Alcoholic drinks  
- Items provided by UniCentre CSE | Up to $200 per session |
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| **Campus Engagement** | Funding available to clubs who contribute back to the campus by holding events for the wider campus community/non members - major events between 50 and 100 people. The event must be held on campus and be in line with your clubs aims & objectives. | - Food and beverage  
- Entertainment (incl transport and accommodation costs)  
- Decorations  
- Resources  
- Promotional material  
- Signage  
- Security | - Room hire  
- Stationary  
- Sound Equipment  
- Alcoholic drinks  
- Off campus events  
- Items already provided by UniCentre CSE | Up to $400 per session |
| **Special Events Funding** | Funding available to Clubs who collaborate with other UOW Clubs to hold large events on Campus for the wider campus. **OR** Funding available for Clubs who individually hold events on Campus for over 100 people and is targeted at the whole of the Campus. | - Food and beverage  
- Entertainment (incl transport and accommodation costs)  
- Decorations  
- Resources  
- Promotional material  
- Signage  
- Security | - Events that aren’t advertised to the whole campus through digital signage, the What’s On Email, advertising via Club Social Media page  
- Alcoholic drinks  
- Off campus events  
- Items already provided by UniCentre CSE | Varied |
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| Promotional Grant        | This funding is to support clubs in raising their awareness of their group on the UOW Campuses. All items must be submitted to CSE for approval to be eligible for this category. | - Club business cards  
- Club promotional flyers  
- Club promo material | - Items that do not contain the CSE logo  
- Items not approved by CSE | $150 per session |
| Club Banner Funding      | Funding to assist with costs to produce a banner for the Club                                                                                         | - Club banners approved by CSE | - Banners that don’t contain the CSE logo  
- Banners not approved by CSE | Up to $100 one off payment |
| Club Clothing Funding    | Funding to assist with the costs of producing Club clothing for members                                                                             | - Club Clothing approved by CSE | - Clothing that doesn’t contain the CSE logo  
- Clothing that isn’t approved by CSE  
- Over $10 per piece of clothing  
- Clothing that’s not given to non-members  
- More than 30 pieces of clothing per Club | Up to $400 one off payment |

Please note that approved Social funding for club events will normally be determined by the total costs of the event and the club will need to fund up to at least 50% of these total costs. The maximum amount for each funding category is not guaranteed and the approved amount is determined on a case by case basis.