CSE Clubs & Societies 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 endeavour to organise a diverse range of activities and events, UniCentre and the UOW Student life provide funding opportunities to Clubs & Societies through the Centre for Student Engagement (CSE).

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 Members
• 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 - there will be no exceptions with the funding process.

CSE Funding is available for events, activities and initiatives held between Monday Week 1 through to Friday of week 13 in each semester. This includes the mid-year recess break and excludes everything outside of this period.

Funding will be distributed in 3 funding rounds per semester*:

• Week 3
• Week 7
• Week 13

If approved, funding will be deposited into the club’s bank account the following week to the funding round and clubs will be notified of the deposit.

*Faculty Clubs will receive funding as decided through Faculty Club Committee Meetings

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 ie. If you are selling tickets to non-members to raise money CSE will not support the costs associated with running the event.

• Approved Social Funding will be determined by the total costs of the event and the club will need to fund up to at least 50% of the total costs.

• Clubs who are approved Representation Funding may be expected to contribute something financially through Fundraising or Club funds

• The maximum amount for each funding category is specified in the breakdown below and the approved amount is determined on a case by case basis.
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.

2) Notification

- Once submission of online form is complete, the club will receive an automatic notification and receipt of application.
- CSE will contact each applicant within 5 working days of the application being submitted and communicate if the application is sufficient and effectively completed or communicate any changes required.

3) Activity/Event/Initiative

- If clubs have received approval for funding they 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, or by the deadline decided by the Faculty Club Committee. Clubs that submit receipts after the relevant date will forfeit their funding.
- If all receipts are in accordance with the approved funding application CSE will transfer the agreed amount into the club’s NAB bank account.
### Funding Categories

<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>
</thead>
<tbody>
<tr>
<td>Affiliation</td>
<td>Clubs who submit their complete affiliation paperwork by the due date</td>
<td>- Club activities and events - Club resources</td>
<td>- Applications after the due date</td>
<td>$100 annually</td>
</tr>
<tr>
<td>Start-Up</td>
<td>One off funding given to newly established clubs, who open a NAB account</td>
<td>- Aids in the establishment of the club</td>
<td>- Existing clubs</td>
<td>$150 one-off</td>
</tr>
<tr>
<td>Training &amp; Development</td>
<td>Assists a club in providing training and development opportunities for its members.</td>
<td>- Training of members - Guest Speaker costs (fees, accommodation, transport)</td>
<td>- Club Clothing - Printers and ink - Internet/phone bills - Computers - BBQ purchase</td>
<td>Up to $200 per semester</td>
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<tr>
<td></td>
<td>eg. conferences, seminars, workshops</td>
<td>- Materials &amp; hand-outs - Tools, training aids - Catering</td>
<td>- Room hire - Stationary - Promo material - Sound Equipment</td>
<td></td>
</tr>
<tr>
<td>Social</td>
<td>Assists clubs in providing social events for its members.</td>
<td>- Food and beverage - Entertainment (fees, accommodation, transport) - Decorations</td>
<td>- Room hire - Stationary - Promo material - Sound Equipment - Alcoholic drinks</td>
<td>Up to $200 per semester</td>
</tr>
<tr>
<td></td>
<td>eg. o-week or end of semester events</td>
<td>- Resources - Security - Subsidised tickets/entry fees</td>
<td>- Items available from CSE</td>
<td></td>
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<tr>
<td>Campus Engagement</td>
<td>Assist clubs to contribute back to the campus by holding major events for the wider UOW community and non-members.</td>
<td>- Food and beverage - Entertainment (fees, accommodation, transport) - Decorations</td>
<td>- Room hire - Off-campus events - Stationary - Promo material - Sound Equipment - Alcoholic drinks - Items available from CSE</td>
<td>Up to $400 per semester</td>
</tr>
<tr>
<td></td>
<td>- Between 50-100 people. - Event held on campus - Event in line with your clubs aims &amp; objectives</td>
<td>- Resources - Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Events</td>
<td>Assist clubs who collaborate with other UOW Clubs to hold large events on Campus for the wider campus OR Assist clubs who individually hold events on Campus for over 100 people and is targeted at the whole of the Campus</td>
<td>- Food and beverage - Entertainment (fees, accommodation, transport) - Decorations</td>
<td>- Events that are not advertised to the whole campus through Digital Signage, What’s On e-newsletter and Social Media - Off-campus events - Alcoholic drinks - Items available from CSE</td>
<td>Varied</td>
</tr>
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| Promotional      | 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 | -Business cards  
                            -Promotional fliers  
                            -Promotional material  
                            -Publications | -Items that do not contain the CSE logo | Up to $150 per semester |
| Club Banner      | Assist with costs to produce a banner for the Club | -Club banners approved by CSE | -Banners that do not contain the CSE logo | Up to $100 one-off |
| Club Clothing    | Assist with the costs of producing Club clothing for members | -Club clothing approved by CSE | -Clothing that does not include the CSE logo  
                            -Clothing that is not approved by CSE  
                            -Over $10 per piece of clothing  
                            -Clothing that is given to non-members  
                            -More than 30 pieces of clothing per club | Up to $400 One-off |
| Representation   | Assist with the costs of individuals or teams representing a UOW Club at notable events/activities | -Club members admission fees to Forums, Competitions or Conferences  
                            -Transport  
                            -Accommodation | -Activities not representative of the Club or UOW  
                            -Alcoholic drinks  
                            -Activities deemed as inappropriate by the Clubs & Societies Charter | Varied |
| Faculty Social   | Faculty Clubs who have approval from their Faculty Clubs Committee to obtain funding for categories in Community & Industry Outreach, Social, Student Life and Learning Support. | Activities approved by the committee members abiding by the funding categories. | - Publications that are not approved by CSE and the Faculty  
                            - Alcoholic drinks  
                            - Activities deemed as inappropriate by the Clubs & Societies Charter  
                            - Event Management Plans and Risk Assessments that aren’t completed  
                            - funding that hasn’t been approved by the committee | Varied |