

Info Sheet: Funding & Grants

Funding & grants are a key resource Arc Clubs provides to our affiliated Clubs.

This info sheet will go over all available Arc Clubs grants and funding options, eligibility, and annual limits.

► This info sheet works in tandem with **Info Sheet – Rubric, Bookings & Resources**, which covers the how to apply for grants on Rubric, and the spaces and resources available for Arc-affiliated Clubs.

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1. Funding Types

One of the main ways that Clubs benefit from being affiliated with Arc is through funding and grants. In order to support the rich diversity of Club events held continually throughout the year, Arc Clubs provides an array of funding options to best suit the needs of your Club.

This info sheet breaks down all funding and grants available to Clubs from the Arc Clubs Department – any other funding options available from departments like Arc Volunteering or UNSW are excluded from this info sheet.

Arc Clubs grants are categorised as follows:

Grant Type	Details	Grants in this category
Annually Funded Grants	Grants under an annual funding limit/tier that resets January 1st. Once your Club has reached the maximum funding limit for your tier, any future grant applications in this category will be denied. These grants are typically associated with small scale events and require minimal documentation.	• Secretarial allowance • Activity grant • Asset grant
Incidental Grants	Grants not tied to annual funding limits. These are grants designed by the Arc Clubs team to support Club promotions. This grant type is subject to change annually.	• Welfare Initiative grant • Small and regional grant

Specialty Funded Grants	Grants not tied to annual funding limits. These are grants designed by the Arc Clubs team to support large scale events. These grants require extensive planning and documentation and are assessed on a competitive basis.	• Event Elevation • Ac Clubs Development Grant (ACDG)
One-time Grants	Grants designated 1 per Club and are not repeated. These grants require the completion of your Onboarding Meeting with Arc, and the uploading of your Club's bank details onto Rubric.	• New Club Start Up Grant

Applying on Rubric

All grant forms are available on Rubric through your Club's account. Apply through the "forms" tab.

2. Annual Funding Grants

Annual funding grants are connected to a tier level based on your current Arc membership number on your Club's Rubric account. Only current active Arc members count towards this membership number, and they must sign up to your Club directly. It's important that your Club's membership is updated annually to ensure you receive the correct funding.

► Club Executives are able to see the current active membership number on your Club's Rubric dashboard.

Annual Funding Limits

The annual funding limit and tier details are outlined below:

Active Arc Members	Club Type	Annual Funding Limit (across activity & asset grant)
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0-5	NA	Not eligible
5-74	Bronze	\$1,500
75-249	Silver	\$2,500
250+	Gold	\$4,000

The annual funding limit goes across both activity and asset grants – meaning, you could use the entirety of your annual funding on activity grants if you wish, or entirely on asset grants.

Secretarial Allowance

Secretarial Allowance is designed to assist Clubs in covering costs associated with marketing or administration. Secretarial allowance is reset annually on January 1st.

If you're a new Club, it begins from the first day of your official affiliation following your Onboarding Meeting and is also reset on January 1st. Clubs can top up their secretarial allowance at any time by making a payment at Arc Front Desk.

Secretarial allowance is available for all Arc-affiliated Clubs to access exclusively through secretarial services provided at Arc Front Desk.

There is no need for you to apply for secretarial allowance – this funding is automatically deducted as you utilise the available resources at Arc Front Desk. Clubs are expected to keep an internal log of their secretarial allowance spent. You can reach out to Arc Clubs to check how much secretarial allowance your Club has remaining.

Clubs are allocated an amount for their Secretarial Allowance based on their funding level as shown in the table below.

Funding Level	Funding Level	Annual Amount
0-5	NA	Not eligible
5-74	Bronze	\$150
75-249	Silver	\$225

250+	Gold	\$405
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Secretarial Services

The secretarial services that fall under secretarial allowance are outlined below:

Service Type	How to Apply
Printing Services	Apply on Rubric: printing request
Laminating Services	Come by Arc Front Desk! No booking required
Sticker Making Services	Book a timeslot: sticker machine booking

Secretarial Allowance Eligibility

This funding does not cover the same services provided by UNSW or other third-party organisations. If your club chose to do any of these secretarial services elsewhere, these costs are not eligible for any Arc Clubs grant funding. This includes through an activity/asset grant, or reimbursement through your secretarial allowance funding.

If your Club's affiliation status changes, including being suspended/disaffiliated, you will be ineligible to access secretarial allowance or any associated services, as they are for Arc-affiliated Clubs only. These resources are also not available for individual Arc members/UNSW students.

Secretarial allowance is subject to resource and staffing availability. If individuals are found being rude to the Arc Front Desk team regarding their secretarial services, their request may be denied, and secretarial services may be suspended.

Printing Services

The Arc Front Desk staff will issue a printing request on your behalf for Club related printing. Some things to consider regarding our printing services include:

- Request your print job [here](#).
- Personal/class printing is not eligible, if submitted it will be rejected.
- Printing is only available for A4 and A3 images.

- If you wish to have A5 printing (e.g. for flyers) ensure your design scales to an A4 piece of paper, and you can use the guillotine available in the Arc Front Desk to cut your paper to size.
- We require a minimum of two business days in advance to complete any printing requests.
 - Any printing submitted over the weekend will not be reviewed on Mondays, so plan accordingly.
 - Printing requests may be limited during events like O-Week, so it's important to put in your request ahead of the large-scale Arc events.
- Make sure your file is suitably trimmed/cropped in advance and in an easy-to-read file format - PDF or DOC only.
 - Please prepare your file so that it is as easy as possible for our team to print for you correctly. It must be in a PDF or Document file format.
 - This includes that if you want to print 2 per page, please prepare your document accordingly so that our team only needs to print 1 per page.
 - We will not be able to provide any 'preparation' work such as trimming/cutting items or stapling booklets for you.
- If your printing has not been collected over one week after the requested collection date, we will dispose of the documents, and you will still be charged for the printing costs.
- Make sure all the details on your print job are correct before sending it to us to print! If there are errors in your design and require re-prints, you will still be charged the initial printing service.
- Need just one thing? The Arc Front Desk team can do on the day printing of up to 20 pages. Drop by the office/send an email to frontdesk@arc.unsw.edu.au.
 - Drop in printing/on the day is subject to resource and staff availability.
 - Drop in printing is not available during large-scale Arc events like O-Week.

Printing resource prices are outlined below:

Printing Type	Cost Per Page
B&W A4 Single	\$0.10
B&W A4 Double	\$0.20
B&W A3 Single	\$0.20

B&W A3 Double	\$0.35
Colour A4 Single	\$0.50
Colour A4 Double	\$0.90
Colour A3 Single	\$1.00
Colour A3 Double	\$1.75

Laminating Services

The Arc Front Desk staff will facilitate Club use of the lamination machine for your Club members. Some things to consider regarding the lamination machine include:

- No booking required, come to Arc Front Desk during opening hours and request to use the lamination machine.
- Arc Front Desk staff will instruct your Club members how to use the lamination machine.
- Lamination services are subject to resource availability.
- Lamination services may be limited during events like O-Week, we recommend printing and laminating relevant documents ahead of large-scale Arc events.

Laminating resource prices are outlined below:

Laminating Type	Cost Per Pouch
A4 Laminating	\$0.50
A3 Laminating	\$1.00

Sticker Making Services

The Arc Front Desk staff will facilitate Club use of the sticker machine for your Club members. Some things to consider regarding the sticker machine include:

- Book time to use the sticker machine in the Arc Front Desk [here](#).
 - Clubs that wish to utilise the sticker-making machines will need to make a booking for a specific period of time, for usage of up to 2 hours maximum.
 - The sticker machine cannot be taken out of the Arc Front Desk.

- Availability of the sticker machine is subject to change depending on the time of year. During O-Week, the sticker machine will not be available for use.
- Find a sticker design & cutting template [here](#).
- Find a video on how to use the sticker machine [here](#).
- Submit your request at least TWO FULL business days before your booking to use the sticker machine.
- You must provide the files you want to print prior to your booking. You can do so by emailing it to Arc Front Desk: frontdesk@arc.unsw.edu.au

Detailed Information regarding the Sticker Machine:

- We use a [Silhouette CAMEO 5a \(Alpha\) Smart Cutting Machine](#). If you know how to use this machine, please provide a .studio file in your submission, this will allow us to skip the import step and get your stickers cut faster.
- The CAMEO 5a has a maximum cutting area of 305mm × 610mm on a standard mat. Individual sticker designs should be submitted within these dimensions.
- The machine cuts at speeds of up to 400mm/s using its belt-driven system and Intelligent Path Technology (IPT), which optimises cutting order for cleaner edges and less material stress particularly useful for intricate designs.
- Registration marks are used for Print & Cut alignment. The CAMEO 5a uses a 4-point registration mark system with both vertical and horizontal correction. Do not remove or crop registration marks if submitting a print-ready file.
- Arc will print your design on XXgsm paper for a standard matte finish, or XXgsm for a glossy finish. We use a laser printer for all designs. Note that laser printing can affect some specialty papers, so please indicate if you are supplying your own paper.
- The machine supports materials up to 3mm thick. If you are supplying your own material and it exceeds this, it will not be compatible with our setup.
- If you would prefer to supply your own paper or sticker material, please indicate so on your booking. This means Arc will not pre-print your design prior to your session and you will need to arrive with your design already printed on your supplied material, with registration marks intact.
- The machine uses an AutoBlade which automatically adjusts blade depth based on material settings in Silhouette Studio. If you are bringing your own file, ensure your cut settings are calibrated for the material you intend to use.

- Colour mode: Submit print files in CMYK where possible. RGB files will be converted on print which may result in minor colour shifts, particularly with bright reds and blues.
- Designs with very fine detail (line widths under ~0.5mm or elements smaller than 3mm) may not cut cleanly depending on material. If your design has extremely fine elements, consider whether the sticker size is large enough to support them.
- The machine runs Silhouette Studio® 5 software. If you are experienced with this software and want to bring pre-configured settings, let us know in your booking notes.

Sticker Machine resource prices are outlined below:

Sticker Type	Cost Per Page
Matte Sheet	\$1.00
Glossy Sheet	\$1.50

Activity Grants

An activity grant is funding provided by the Arc Clubs team to support your Club's events by subsidising certain costs, and providing funding based on attendance.

This is the most popular grant type and designed for small to mid-tier events. This grant type must be applied for after the conclusion of the event and requires documentation and evidence of the event.

General Information

The conditions of an activity grant must be met to receive funding, requirements include, but are not limited to:

- Activity grants must be submitted no more than 30 days after the event has concluded.
 - If your Executive anticipate you will not be able to submit an activity grant application within that time period, email Arc Clubs providing your reason.
 - The Arc Clubs team will determine if you are eligible for an extension.

- If you do not email regarding an extension before the application deadline, and apply for the grant late, it will be denied.
- 1 application per activity/event:
 - Multi-day activities count as one activity and must be submitted within one calendar month of the first day.
 - Multiple events in the same week may be submitted as one application; consult Clubs Staff before applying.
 - Regular events require a separate application, photo, and attendance form for each occurrence; reuse of marketing materials requires prior approval.
 - If multiple clubs are involved in an event, 1 club must collate all relevant documentation and apply on behalf of all clubs involved. It is the responsibility of the Club that is applying for the grant to reimburse other clubs accordingly.
- All attendance and ticketing must be managed through Rubric.
 - Free events must still register their attendees through Rubric. Your activity grant application must include the attendance details as they appear on the Rubric event.
 - Ticketed events must be administered and managed through Rubric. Your activity grant application must include the ticket information and attendance details as they appear on the Rubric event.
- The primary focus of the activity must not be alcohol consumption.
- Funding is not available for activities where clubs are only participating in an expected capacity at Arc events (e.g. O-Week stalls). Club-run events during these periods may be eligible.
- Funding is not available for any general meeting, unless it is attached to a separate event.
 - E.g., an Annual General Meeting is not eligible for an activity grant. However, if the AGM is attached to a games night, it will be eligible for an activity grant).
- Any funds sent to a charity are not eligible for reimbursement by the Arc Clubs team. This includes fundraising events which make a loss.
 - Clubs that chose to fundraise/donate to a charity should consider the financial implications and be aware that Arc Clubs will not provide additional funding in these circumstances.
 - If your club is considering organising a fundraising event for a charity, contact Arc Clubs prior to your event to determine if any expenses will be eligible for an activity grant.

Each activity grant application is capped depending on your Club's funding tier. This cap excludes the attendance amount, which is added on top of the below breakdown:

Active Arc Members	Club Type	Funding cap per activity grant application, excluding attendance
0-5	NA	Not eligible
5-74	Bronze	\$750
75-249	Silver	\$1,125
250+	Gold	\$1,500

Grant Calculation

Activity grants are calculated on the below factors:

- There are two attributes used to calculate your activity grant: income/expenses and attendance.
- Income/Expenses:
 - If your Club incurs expenses running an event, the activity grant will cover 50% of these costs up to breakeven.
 - If you have alcohol at your event, these expenses will be deducted from the final total expense, meaning your breakeven amount will be lower.
- Attendance:
 - \$2 per attendee up to 200 people for all events that make a profit or break even.
 - \$1 per attendee up to 100 people for all events that make a loss.
- As the grant is calculated AFTER your club event, the income your Club expects to receive from the grant should not be included in your documentation.
 - Clubs should be aware that they may not be eligible for grant funding if their documentation is insufficient or submitted late. Therefore, clubs should not rely on grant funding to subsidise event costs and be prepared that they may need to cover all associated expenses themselves.

Eligibility Criteria

Eligibility criteria for activity grants are outlined below. This is not an exhaustive list, and the Arc Clubs team may exclude certain expenses at our discretion.

What is covered?	What is not covered?
Food & drink	Alcohol. <i>Alcohol purchased at UNSW Roundhouse is eligible for reimbursement.</i>
Venue hire costs	Payments, wages or salaries for Club Executives & Contributing Club Members
Decorations, audio, lighting	Cash prizes
Photographers, DJs, performers	Transport & Parking costs
Marketing	Fines & other fees
	Prizes & gifts for presenters, judges, hosts, etc.

Required Documentation

Below outlines the required documentation needed to process your activity grant. Any missing documents will result in a delay in processing your grant application, or it being denied completely.

If your club incurred no income/expenses from your event, those documents are not required.

Rubric Attendance List	We require an attendance list to evaluate the attendance grant. If the event is ticketed, the attendance list must be exported from Rubric and reflect the attendance and ticketing information attached to the corresponding Rubric event.
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	If the event is free, we require the event is published on Rubric. You can collect the attendance data via Rubric or another document type. This document must identify the Club's name, event name, and date. It must also include all attendees' name, ZID, email/phone number, and Arc membership status. If your event ticketing was not administered through Rubric, if any of these details are missing, or cannot be included in your application, your grant application will be rejected.
Activity photo	A photo of the event in progress. Your Club's corflute must be included in the image and must be displayed throughout the event. If your Club does not have a corflute, we will accept a printout of Arc's logo. Editing the Arc logo into the picture after the event will not be accepted. If no image is provided, or does not meet our standards, your grant application will be rejected.
Expenses	If there were any expenses incurred in running your event, Arc must evaluate them. This must be provided through two documents: 1. the valid receipt/invoices provided by the vendor/s to the Club 2. Expense tracker outlining details of the expenses, including the date, costs, where they were purchased, and why they were purchased See below a breakdown of what is considered a valid receipt. If valid receipts cannot be provided, or does not meet our standards, your grant application will be rejected.
Income	If there was any income incurred in running your event, Arc must evaluate it. This must be provided through two documents:

	1. Proof of income/ticket sales. a. If ticket sales, we require a ticket sale breakdown provided by Rubric in connection to the Rubric event applied for. b. If it was external funds (school/organisation), we require communication confirming grant funding and payment. 2. Income tracker outlining details of the income, including the date, income type, and how much it totalled. If income cannot be provided, or does not meet our standards, your grant application will be rejected.
Rubric Event & Event Marketing	Your event must be published on Rubric ahead of the event date. If additional marketing was produced and distributed to promote the event, Arc must evaluate it. This must be provided through the following documents: 1. Published Rubric event linked to the activity grant application – you will be promoted to identify the Rubric event in your application. 2. A screenshot of additional online marketing via social media/newsletter or a picture of flyer/poster on display. Any marketing for Club events must feature the Arc Clubs logo. If the event is not published on Rubric, the Arc Club logo is missing in additional marketing, or these documents cannot be provided or does not meet our standards, your grant application will be rejected.

Processing Activity Grants

If there are any issues with your activity grant submission, it will be denied and the denial notification will outline the amendments required before it can be approved by the Arc Clubs team.

You will have 7 days from the date of this notification to make the required changes and re-submit your application. If no changes are made within this period, or if the re-submitted application still does not meet our requirements, the grant will remain denied.

Activity grants are processed on a monthly basis, with payment being issued in the first week of the following month. Grants submitted after the 20th of every month may roll into the next month's review cycle.

Grants approved at "Stage 1" have been reviewed and approved by the Arc Clubs team and are ready for payment. Once payment has been issued into your Club's bank account, your grant submission will be updated to "Approved", and your annual funding records will be adjusted.

If you have questions about your grant outcome, you can contact Arc Clubs. When contacting us, include your grant reference number so that we can quickly identify and assist with your application. If individuals are found being rude to the Arc Clubs team regarding their grant application, their request may be denied, and Arc funding may be suspended.

Asset Grants

The asset grant is funding provided by the Arc Clubs team to support the creation of merchandise, the purchase of assets to support your club's aims and objectives, and training for your Club Executives.

Clubs are encouraged to consult Clubs staff in advance to confirm eligibility and alignment with the asset grant policy.

General Information

The conditions of an asset grant must be met to receive funding, requirements include, but are not limited to:

- All assets funded through this grant must support your Club's aims, objectives, or activities and provide a clear benefit to the Club and its members.
- Asset grant submissions must be made within one calendar month of the purchase or invoice date.
 - If your Executive anticipate you will not be able to submit an asset grant application within that time period, email Arc Clubs providing your reason.

- The Arc Clubs team will determine if you are eligible for an extension.
 - If you do not email regarding an extension before the application deadline, and apply for the grant late, it will be denied.
 - The lodging of an application form does not guarantee that funds will be granted. The approval of grants and the amount that Arc pays out is subject to budgetary restrictions.
- Equipment purchases are subject to their relevancy to your Club's aims and objectives, and whether Arc provides that resource to Clubs.
 - E.g., A trestle table would not be eligible for an asset grant, as that is a free resource clubs can borrow from Arc Front Desk.
- The asset purchase must coordinate with the month of the grant application.
 - E.g. A training grant would be considered ineligible if it was purchased in August but administered in October. Both the purchase and completion of the training must be within one calendar month of your asset grant application.
 - If your Executive anticipates you will not be able to meet this expectation, you may email and request an extension.
- Where applicable, the Arc Clubs logo must be clearly displayed on the asset.
 - This can be done through the merch design including the Arc logo – email Arc Clubs to approve your design before finalising your purchase.
 - Obtain an Arc asset sticker from Arc Front Desk to attach to the asset.
 - Applications that do not meet these requirements may be denied.

Grant Calculation

The grant is calculated as 35% of the cost of purchasing equipment, merchandise, publications, digital subscriptions and training up to \$600 per purchase for all Arc Clubs, regardless of funding tier level.

Eligibility Criteria

Eligibility criteria for asset grants are outlined below.

Equipment	Purchases made by the Club that are integral to the Club's aims or activities, are durable and for the long-term use of the Club, and do not overlap with existing resources offered to Clubs by Arc.
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Merchandise	Items produced by the Club to promote the Club's aims or activities. For example, t-shirts, pens and membership cards.
Publications	Items published by the Club to promote the Club's aims or activities. For example, newsletters or websites.
Digital Subscriptions	On-going paid services which are integral to your club's activities. For example, Canva, Adobe or web domains.
Training	Responsible Service of Alcohol and First Aid certifications that are completed by members of your club for the purpose of supporting your Club and Club events.

Required Documentation

Below outlines the required documentation needed to process your asset grant. Any missing documents will result in a delay in processing your grant application, or it being denied completely.

Asset photo	A photo of the asset. Depending on the type of asset, this requirement will look different: 1. Equipment: Image of the equipment with the Arc logo sticker on it. Images of the product online will not be accepted. 2. Merchandise: Design images of the merchandise, including the Arc logo, or image of the finalised merch product will be accepted. 3. Publications: A digital copy of the publication available to review, even if incomplete, the Arc logo must be included in the design. 4. Digital subscriptions: A screenshot of the active subscription, if eligible, the Arc logo must be included. 5. Training: A digital copy of the completed certificate, including the distributor and name of the individual who received the training.
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	If no image is provided, or does not meet our standards, your grant application will be rejected.
Expenses	We require evidence of the expenses involved in obtaining the asset you are applying for. This must be provided through: the valid receipt/invoices provided by the vendor/s to the Club See below a breakdown of what is considered a valid receipt. If valid receipts cannot be provided, or does not meet our standards, your grant application will be rejected.

Processing Asset Grants

If there are any issues with your asset grant submission, it will be denied and the denial notification will outline the amendments required before it can be approved by the Arc Clubs team.

You will have 7 days from the date of the notification to make the required changes and re-submit your application. If no changes are made within this period, or if the re-submitted application still does not meet our requirements, the grant will remain denied.

Asset grants are processed on a monthly basis, with payment being issued in the first week of the following month. Grants submitted after the 20th of every month may roll into the next month's review cycle.

Grants approved at "Stage 1" have been reviewed and approved by the Arc Clubs team and are ready for payment. Once payment has been issued into your Club's bank account, your grant submission will be updated to "Approved", and your annual funding records will be adjusted.

If you have questions about your grant outcome, you can contact Arc Clubs. When contacting us, include your grant reference number so that we can quickly identify and assist with your application. If individuals are found being rude to the Arc Clubs team regarding their grant application, their request may be denied, and Arc funding may be suspended.

3. Incidental Grants

These grants are not tied to annual funding limits and are not limited by application number; any Club can apply multiple times. These are grants designed by the Arc Clubs team to support Club promotions.

This grant type is subject to change annually.

Welfare & Wellbeing Initiative Grant

The Student Welfare & Wellbeing Initiative Grant provides funding to Arc-affiliated clubs for events and initiatives that actively promote the health, safety, and wellbeing of students.

General Information

Applications must be submitted at least 1 month prior to your event and will be assessed as they are submitted. All initiatives must be completed by Friday, 20th of November 2026 (Term 3, Week 10).

The key objectives of the grant, and any events that are eligible for this grant include:

Promote student wellbeing	Events should address mental health, physical health, safety, or community connection.
Foster engagement & skill-building	Activities should encourage participation and provide learning opportunities related to wellbeing.
Strengthen club leadership	Events should help club executives develop skills in organising wellbeing-focused initiatives.
Encourage inclusivity	Initiatives must consider diverse student populations, including (but not limited to): • Culturally & Linguistically Diverse (CALD) and international students • Aboriginal and Torres Strait Islander students • LGBTQIA+ communities • Students living with disabilities or neurodivergence • Students from low socioeconomic (SES) backgrounds • Women in non-traditional fields

Grant Calculation

Successful applicants will receive up to \$1,000 per event to cover costs such as speaker fees, materials, catering, venue hire, and promotional expenses.

This grant can be stacked with any other Arc Club grant.

Eligibility Criteria

Eligibility criteria for welfare & wellbeing initiative grants are outlined below.

- The initiative must engage with your Club's aims and objectives, as well as the key objectives of the grant.
- Have had at least one representative attend the full-day Student Welfare Training.
- Commit to delivering the event by 21st November 2026 and submitting a post-event report within 14 working days of the event.
- Funding CANNOT be used for:
 - Alcohol purchases
 - Events unrelated to health, safety, or wellbeing
 - General club expenses (e.g., merchandise, non-event costs)
 - Arc required Club events (e.g. O-Week stall/general meetings).

Example of funded initiatives include:

- Wellbeing workshops: e.g., stress management, mindfulness
- Film screenings with mental health discussions
- Community walks or fitness classes
- Creative workshops: e.g., art therapy, journaling
- Social lunches with guest speakers
- Lived experience panels: e.g., students sharing personal stories

Required Documentation

In your Rubric application, your Club must demonstrate how the event meets the eligibility criteria, and that it will be delivered by the 21st of November.

Processing Welfare Grants

Incidental grants are reviewed on a rolling basis (as they come in). The Arc Clubs team will review your application and determine if your event is eligible for additional funding.

Successful clubs will receive funding confirmation via email, and it is expected your event will align with the proposed plan.

It is a requirement of the grant to also submit a post-event report on Rubric sharing feedback, attendance data, and financial details. This report must be submitted within 14 days of the event date.

Small & Regional Campus Grants

The Small & Regional Campus Grant is designed to support Clubs that primarily operate on campuses outside of Sydney.

General Information

Regional Clubs receive an annual payment of \$405 as replacement of their secretarial allowance funding.

Eligibility Criteria

The eligible clubs are:

- Albury Wodonga Medical Students Society
- Canberra Student Club
- Coffs Harbour Undergraduate Medical Society
- Port Medical Society
- Rural Allied Health and Medical Society
- Wagga Wagga Rural Undergraduate Medical Society

Processing Regional Campus Grants

You do not need to apply; this will be processed automatically during T1 annually!

One-Time Grants

Grants designated 1 per Club and are not repeated. These grants require the completion of your Onboarding Meeting with Arc, and the uploading of your Club's bank details onto Rubric.

If your Club is reaffiliated after being suspended/disaffiliated within the last 24 months, you may not be eligible for this grant stream. Eligibility will be assessed by the Arc Clubs team.

New Club Start Up Grant

The new club grant is a one-time grant of up to \$150 designed to help newly created Clubs get started. This grant is only available to new Clubs that became affiliated with Arc in the last 12 months.

Following your Onboarding Meeting, upload your bank details on your Club's Rubric account. To do so go to Rubric > Club Account Settings and fill in the bank account details. Once we receive your bank details, the new club grant will be deposited into your Club's account within 4-6 weeks.

4. Specialty Grants

Speciality grants are competitive grants designed to assist Arc-affiliated club's run large-scale events or participate in international events. These grants are assessed across 4 rounds every year.

Deadlines are outlined on the application form on Rubric and will change annually.

Due to the competitive nature, it is important to plan early, and ensure your application addresses all relevant details in the organisation and planning of your event. Arc Clubs review each application against each other, and the grant criteria. Amount allocations are determined by Arc Clubs based on the quality of your application, the competing applications in that round, and funding allocations for that round. Your event will be

provided funding and resources based on your application so please provide as much detail as possible.

Speciality grants cannot be stacked. You should review each grant and determine which fits your activity best - if you have questions, or want general advice for your application, contact the Arc Clubs team.

- If you are planning to apply for a specialty grant, your activity, and any assets associated will not be eligible for annual funded grants (like activity and asset grants).
 - Unsuccessful applications for speciality grants may receive an extension on annual funding grants for the same activity/purchases. Details will be outlined in your speciality grant application outcome note on Rubric.
- Merchandise or publications related to a specific event will not be eligible for asset grant funding. Ensure any assets purchased for a specialty grant event is included in your application.

Arc Clubs Development Grants (ACDG)

The Arc Clubs Development Grants (ACDG) aims to support Clubs that are seeking to contribute to their Club community through hosting or participating in activities primarily off campus, with weighting given to events that allow them to represent on behalf of their Club and Arc on a national or international level. ACDG is best suited to events such as international competitions or attending significant conferences.

General Information

This is a financial grant offered to support off-campus, large scale Club events, or national and international opportunities to represent your Club.

ACDG applications must address the following information:

1. Who, what, when, where and why - tell us who you are, what the event is, when and where it is and most importantly, why we should fund your event!
2. The nature, topic and size of the event;
3. The cultural, social, historical and reputational significance of the event;
4. The contribution to the club's culture and community;
5. How new or innovative the activity or approach is;
6. Other avenues of funding support;
7. Receipts, invoices and quotes provided by the applicant to justify expenses;

8. Previous dealings between the Club and the Arc; and
9. Any other factors considered relevant.
10. All applications must be submitted via Rubric.

See successful grant applications from Capybara Appreciation Society:

- [You can see what a great application looks like here!](#)
- [And their accompanying quotes for expenditure here!](#)

Eligibility Criteria

To be eligible for ACDG funding, the following requirements must be met:

- Must be a currently affiliated Club, suspended or disaffiliated Clubs are not eligible.
- Must be Club related – individuals are not eligible.
- Must be an off-campus activity/event.
- Must demonstrate the aims and objectives of your Club.

Required Documentation

Below outlines the required documentation needed to review your ACDG application. Any missing documents will impact your application. We recommend providing as much detail as possible for each section to ensure your application is assessed correctly.

Club & Event Introduction	Provide information regarding the event and how it relates to your Club's aims and objectives.
Graduate Capabilities	Engage with UNSW's graduate capabilities. Funding is allocated based on how the proposed event aligns with these capabilities: 1. Scholars capable of independent and collaborative enquiry, rigorous in their analysis, critique and reflection, and able to innovate by applying their knowledge and skills to the solution of novel as well as routine problems; 2. Entrepreneurial leaders capable of initiating and embracing innovation and change, as well as

	engaging and enabling others to contribute to change; 3. Professionals capable of ethical, self-directed practice and independent lifelong learning; and 4. Global citizens who are culturally adept and capable of respecting diversity and acting in a socially just and responsible way.
Cultural, social historical and reputational significance	Outline the cultural, social, historical, and reputational significance of the proposed event. Funding is allocated based on how the proposed event aligns with these themes: 1. Cultural significance refers to the importance of an event in expressing, preserving, or celebrating the traditions, values, heritage, or identity of a particular community or cultural group. It may include contributions to cultural awareness, community connection, intercultural understanding, and the continuation of cultural practices across generations. 2. Social significance refers to the importance of an event in strengthening community connections, fostering inclusion, and creating positive social outcomes for participants and the broader public. It may include opportunities for engagement, collaboration, wellbeing, social cohesion, and support for diverse groups within the community. 3. Historical significance refers to the importance of an event that has an established history within the community and demonstrates continuity over time. It may reflect the event's longstanding role in bringing people together, its ongoing contribution to community identity and traditions, and its continued relevance through successive years of operation. 4. Reputational significance refers to the importance of an event in enhancing the profile, recognition, and standing of your Club/Arc, and the broader community. It may demonstrate a proven track

	record of successful delivery, attract positive attention from participants and stakeholders, and contribute to the community's reputation as a destination for high-quality events and activities.
Publicity	The ACDG grant is about promoting your Club and your members on a national/international scale. Therefore, it's important to develop a strategy to share details of your trip/event to your Club members, and the wider UNSW community. Provide a publicity schedule, showing how your Club will utilise communication avenues like a newsletter or social media. A requirement of receiving ACDG funding is to include the Arc logo on all promotional material.
Funding Request	Your budget should support why you need this funding and what you will do with it. All final amounts will be determined by Arc Clubs. The outcome of your application will be made available to you two weeks after the round closes. All funding decisions are final and cannot be changed.
A financial breakdown and supporting material	Just like annual grant applications, we require a detailed income/expense breakdown related to the event. We require these details to efficiently assess your application, and any missing financial documentation will impact your application, and may result in a rejection. Include a breakdown of income, including: • Fundraising, tickets, sponsorship, or faculty/school support, including the amount, and any stipulations associated with the funds. • Include supporting material like correspondence between your Club/sponsors confirming funding amounts, and receipts/invoices of income Include a breakdown of expenses, including:

	• Expected travel costs, costs associated with running/attending the event. (e.g. conference registration amount) • Supporting material, including invoice/receipts for expenses already made, or expenses expected to make. (e.g. if you haven't bought airfares at the time of the application, provide details of the expected fare price and business you plan to purchase from). • If any amounts are not in AUD, provide the exchange rate to AUD. ACDG funding is designed to support reasonable expenses related to the event applied for. Keep this in mind when designing your cost breakdown and be aware that individuals participating may be expected to pay out of pocket for things (such as food or extracurricular events).
Attendance list	Provide details of the attendance list, including individual's names, ZID, email and phone number.
Conclusion	Wrap up your application by reiterating the importance of this event for your Club and the UNSW community.

Processing ACDG Grants

Clubs can apply for ACDG throughout the year. However, applications are reviewed across 3-4 rounds annually. Once the application round closes, applications submitted during that period will be assessed.

We review each application against each other and the grant criteria, and determine which applications will receive funding, and allocate an amount. This amount may be lower than the requested amount in your application. This process typically takes up to two weeks after the round closes.

Once a decision has been made, successful applicants will receive an approval notification through Rubric showing their approved funding amount. Unsuccessful applicants will also be notified of their application outcome. Amount allocations are determined by Arc Clubs based on the quality of your application, the competitive nature of the grant, and funding allocations of that round.

This document is correct as of 13/07/2026

Amount decisions are final upon release of our application outcome. If you are successful, your Club will be required to submit a post-activity report on Rubric. Failure to do so will impact future speciality grant applications.

Following the release of ACDG grant outcomes, the allocated funding amount will be available in your Club's bank account within 5-6 weeks. Processing and payment timeframes are estimated and may vary.

Event Elevation Grants

The Event Elevation Grant is an opportunity to make your biggest and best event ideas come to life on campus. This grant is designed for Club-run events that are genuinely ambitious, filled with new concepts, large-scale activations, or experiences that take your Club to a whole new level and bring people together.

This grant is designed to give your Club the support and resources to experiment with new/large scale event ideas and bring your dream events into reality. Successful proposals will gain access to Arc staff support and an event-specific budget allocation up to \$5,000. This supports events that require an outlay of costs that the Club might find difficult to cover up front.

General Information

This grant is designed for Club-run events that are genuinely ambitious, filled with new concepts, large-scale activations, or experiences that take your Club to a whole new level and bring people together from across campus.

The event must take place during term in T1, T2 and T3; preference will be given to events happening during Weeks 1-10 (excluding weekends). You must apply at least 1 month prior to the event date.

The type of eligible events and costs, and the type of events and costs not eligible for this grant include:

Eligible events & costs	Not eligible events & costs
Food markets on main walkway	Off campus events
Career night in the roundhouse	Parties, where drinking is the primary purpose (such as cruise, pub crawl etc.)
Cultural performances	Overnight events (camp, road trip etc.)

Esport games	Bar spend at roundhouse or other venues
Stall hire, AV tech costs, staffing costs for roundhouse/security	

This is not an exhaustive list. As this is a competitive grant, funding will be allocated to events and applications that meet the criteria and show promise. This grant, and the resource support provided by Arc Clubs is not designed for our team to run the event for you. Your club is expected to manage and run the event.

If your club's application is successful, planning and event organisation will occur on a regular, collaborative basis in the lead up to the event date through consistent consults with Arc staff. The frequency and length of these meetings will be determined based on your event; however, an example would be:

- A planning meeting once you are approved;
- Monthly/biweekly check in meetings;
- Frequent emails about event changes;
- Arc staff will be present to assist with running the event on the day;
- You will receive elevation grant specific marketing assets;
- Clubs may receive up to \$5,000, but final amounts are to be determined by the Arc Clubs Team, and our decision is final.

Eligibility Criteria

To be eligible for event elevation funding, the following requirements must be met:

- Must be a current Arc-affiliated Club, suspended or disaffiliated Clubs are not eligible.
- Must be Club related – individuals are not eligible.
- Must be an on-campus activity/event, events at the Roundhouse are also eligible.
- Must demonstrate the aims and objectives of your Club.
- Must be a unique and new event (Or have major new elements) or add on to an existing major Clubs event.
- Is run by your Club/s - it should not involve getting an external organisation to run the event.
- Events must aim to engage between 100+ attendees.
- Your event should be of significance to the club and its community and seek to draw attendees from outside your club to attend the event.
- Your event should aim to elevate your Club and the wider campus.

Required Documentation

Below outlines the required documentation needed to review your event elevation application. Any missing documents will impact your application. We recommend providing as much detail as possible for each section to ensure your application is assessed correctly.

Club & Event Introduction	Provide information regarding the event and how it relates to your Club's aims and objectives.
Activity offerings	Identify which activities and engagement offerings will be provided. e.g. performances, competitions, showcases, games, workshops, presentations, art and craft, cultural celebrations, music, food and/or drink offerings.
Funding Request	Your budget should support why you need this funding and what you will do with it. All final amounts will be determined by Arc Clubs. The outcome of your application will be made available to you two weeks after the round closes. All funding decisions are final and cannot be changed.
Expected attendees	Identify how many people you are expecting to engage with your event, and how long they will stay for
Significance	Identify how the event benefits your Club and the wider UNSW community
Budget proposal	We require a budget proposal, with details on expected income and expenses to efficiently assess your application. Any missing financial documentation will impact your application and may result in a rejection. Include a breakdown of income, including: Fundraising, tickets, sponsorship, or faculty/school support, including the amount, and any stipulations associated with the funds.

	• Supporting material like correspondence between your Club/sponsors confirming funding amounts, and receipts/invoices of income. Include a breakdown of expenses, including: • Expected event costs, including venue and vendor prices • Supporting material, including invoice/receipts for expenses already made, or expenses expected to make. Event elevation funding is designed to support reasonable expenses related to the event applied for. If any expenses do not meet our standards for expected event costs, they will not be considered in the final amount allocation.
General Event Planning Documents	Give us an idea of the planning process and ideas your Club has come up with so far. Include any and all event documents. Here are some examples: • Brainstorming documents • Event planning timeline • Site map • Event schedule • Mood boards • Scripts for performances/plays • Marketing plans

Processing Event Elevation Grants

Clubs must apply for Event Elevation at least 1 month before your event. Applications are reviewed across 3-4 rounds annually, so it's important to ensure your application is submitted with enough time prior to your event for the Arc Clubs team to review it. Once the application round closes, applications submitted during that period will be assessed.

We review each application against each other and the grant criteria, and determine which applications will receive funding, and allocate an amount. This amount may be lower than the requested amount in your application. This process typically takes up to two weeks after the round closes.

Once a decision has been made, successful applicants will receive an approval notification through Rubric showing their approved funding amount. Unsuccessful applicants will also be notified of their application outcome. Amount allocations are determined by Arc Clubs based on the quality of your application, the competitive nature of the grant, and funding allocations of that round.

Amount decisions are final upon release of our application outcome. If successful you will be invited to a meeting with Arc Clubs to discuss the event, begin planning and discuss funding amounts. If you are successful, your Club will be required to submit a post-activity report on Rubric. Failure to do so will impact future speciality grant applications.

5. Receipts & Invoices

As outlined above, most Arc Club grants require additional documentation and proof of expenses to receive reimbursement. This section will clarify what a valid receipt is to receive funding from Arc Clubs grants.

Valid Receipts & Invoices

For all Arc Club grants, we require a valid receipt/invoice.

Valid receipts must include all of the following information:

- The company's name;
- The company's ABN;
- The date the invoice was issued;
- A clear breakdown of all purchases and their quantities;
- The total amount paid;
- GST information (including where tax is applied)
 - Where the company is not registered for GST, the receipt or invoice should say "[the company] is not registered for GST"

Receipts that do not contain one or more of the items listed above may be omitted from the grant. All copies of receipts must be clear and complete (i.e. the whole receipt is visible and readable). It is recommended that Clubs make copies of receipts as soon as they receive them (before they have a chance to fade).

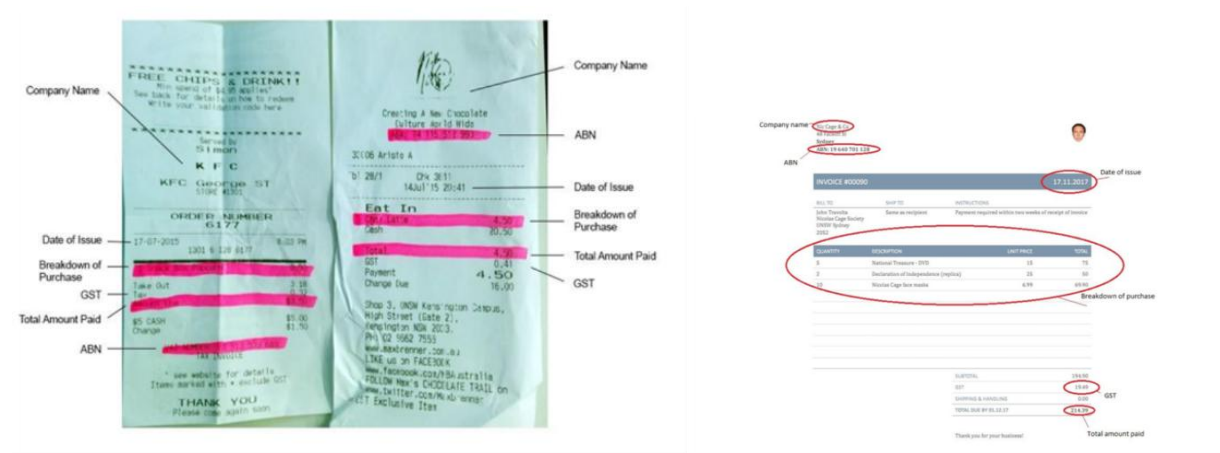
This document is correct as of 13/07/2026

If you are submitting a receipt that contains both Club purchases and personal purchases, you must distinguish between the two categories of purchases (either by annotating the receipt or by explaining in the Income and Expenditure spreadsheet).

Example of Valid Receipts/Invoices

The necessary components of an accepted receipt are highlighted in the below images:

If any of these details are missing, you should get in touch with the supplier and request an updated receipt/invoice.



Receipts/Invoices without an ABN

Sometimes, club events include payment for goods and services from individuals or businesses that do not hold a current ABN.

For any Australian purchase where the supplier is unable to supply an ABN on their invoice, they will need to complete a 'Statement by Supplier – reason for not quoting an ABN to an enterprise' form issued by the Australia Taxation Office.

Relevant links on how and when to complete this form can be found below:

- [Australian Taxation Office: Statement by a supplier not quoting an ABN](#)
- [Statement by a supplier form \(pdf\)](#)

This form must be completed by the supplier. For the most part, in section A-3 of the form, the reason for not quoting an ABN will be because 'The supplier is an individual and has

Invalid Receipts & Invoices

An invalid receipt will not be accepted by Arc and is ineligible for reimbursement in a grant application. Invalid receipts are considered such because they are missing the following details:

- Company/supplier name
- ABN
- Date of issue/purchase
- Itemised breakdown of purchase
- GST information
- Total amount paid

If invalid receipts are included in a grant application, they will be removed from your overall grant application, or your application may be rejected completely. If you are unsure if your receipt/invoice is valid or not, get in touch with Arc Clubs prior to the submission deadline of your grant application.

Example of Invalid Receipts/Invoices

In the below example, the receipt is printed by an EFTPOS machine and would accompany a standard store receipt. Note that several essential components are missing:

- The receipt does not show a breakdown of the purchase (that is, what was bought),
- The receipt does not display an ABN,
- It is not possible to determine if GST applied to the item(s) purchased.



Overseas Receipts/Invoices

Some Clubs may wish to make purchases from overseas businesses. In these cases, the invoices and receipts will not contain an ABN, and the Club's payment may be made in a foreign currency.

It is the responsibility of the club to provide a translation of receipts or invoices when applying for grants from overseas. This must be submitted alongside the original receipts.

When processing the grant application, the value of the purchase will be calculated at the exchange rate on the day of the purchase (i.e. the date stated on the invoice or receipt) - this information must be included in your application.

The following additional charges are eligible for grant funding (where invoices end/or receipts are provided):

- delivery fees charged by the international supplier
- delivery fees charged by international couriers
- international transaction fees charged by a financial institution when a payment is made directly from an Australian account to the international supplier

The following examples are additional charges that are ineligible for grant funding (this is not an exhaustive list):

- transport fees for someone in a foreign country who is helping your Club to transport the purchase
- exchange rate transaction fees where the payment is not being made directly from an Australian account to the international supplier (e.g. a Club Executive makes the payment overseas in person)

Amazon Receipts/Invoices

Sometimes, Amazon receipts do not include all relevant information required by Arc Clubs to be considered a valid receipt.

If the seller is in Australia, you'll need to contact them directly and request a proper receipt which includes all required information outlined above.

This document is correct as of 13/07/2026

If they're an overseas seller, then follow the instructions above for Overseas receipts/invoices.