



Student Development Committee

Grants Procedures

Responsible Officer	Student Development Manager
Approved by	Student Development Committee (SDC)
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A. POLICY STATEMENT	2
B. SCOPE	2
C. DEFINITIONS	2
D. GRANT TYPES	2
E. CONFLICTS OF INTEREST	3
F. SUBSIDY MANAGEMENT AND DELEGATION	3
G. CLUBS GRANT	4
H. CLUBS LOAN SCHEME GUIDELINES	9
I. QUICK RESPONSE GRANT	12
J. ART AND DESIGN GRANT	15
K. GROUP WORK GRANT	17
L. INNOVATION GRANT	19

A. Policy Statement

- 1.1 Arc is committed to providing members with grants that contribute to non-academic UNSW student life.
- 1.2 Arc aims to provide grants to a diverse range of students, groups, and clubs for a diverse range of events, activities and undertakings
- 1.3 Arc is committed to ensuring the process for determining grants is fair and equitable.
- 1.4 Through providing financial grants Arc aims to raise its profile amongst members and potential members.

B. Scope

- 1.1 This policy applies to the Student Development Committee (SDC) and the Student Development Department.

C. Definitions

Guidelines	The Guidelines or Procedures for each Grant Scheme
Grant Scheme	A financial contribution or in-kind contribution to one or more members to assist in the organisation of an activity.
Club	As defined in the Clubs Policy.
Club Grant	A grant approved under the Clubs Policy available only to affiliated clubs.
COFA Grant	A grant dedicated to COFA Students
General Grants	A grant which may be available to individuals, groups of students, clubs or other specified groups.
QRG	Quick Response Grant
ADG	Art & Design Grant
SDC	Student Development Committee, Arc @ UNSW
CGC	COFA Grants Committee (Subcommittee of the SDC)

D. Grant Types

- 1.1 Arc shall provide the following types of Grants:
 - (i) Club Grants
 - (ii) COFA Grants
 - (iii) General Grants
- 1.2 Arc shall offer the following Clubs Grants:
 - (i) Clubs Grant
 - (ii) Clubs Loan Scheme
- 1.3 Arc shall offer the following COFA Grants:
 - (i) Quick Response Grant
 - (ii) Art and Design Grant (ADG)
 - (iii) Group Work Grant
 - (iv) KUDOS Emerging Artist and Designer Grant
- 1.4 Arc will offer the following General Grants:

- (i) Innovation Grant
- (ii) Student Community and Development Grant (SCDG) which is administrated by Arc on behalf of the University. See the SCDG Guidelines.

E. Conflicts of Interest

- 1.1 SDC shall ensure that it removes any real or perceived conflicts of interest when making a decision under this Policy.
- 1.2 Club Officers, Executive or members who sit on SDC must declare their involvement in the Club and have this noted in the Arc Register of Interests.
- 1.3 Club Officers, Executive and members who sit on SDC may not participate in any SDC decision regarding the Club, at the discretion of the SDC Convenor.
- 1.4 The SDC Convenor may not participate in any decision regarding the Club of which the SDC Convenor is a Club Officer, Executive or member subject to a resolution of SDC.

F. Subsidy Management and Delegation

- 1.1 The following outlines the procedures in place to ensure sufficient management of Arc's budget for Clubs.
 - (i) At the beginning of the calendar year the amount of money available for each type of Grant shall be divided up and allocated to months (more money shall be allocated to months where more grants are expected to be approved).
 - (ii) SDC is responsible for monitoring the Grants budget.
 - (iii) If subsidies granted do not exceed the allocated budget for a period the remaining funds will be redistributed at the discretion of Arc.
- 1.2 Delegations for funding approval:
 - (i) The Committee approves the delegation for funding of Clubs Grants and the Clubs Loan Scheme to the Department Manager.
 - (ii) The Committee delegates the approval of COFA Grants to the COFA Grants Committee.
 - (iii) Innovation Grants are approved by the Innovation Grant Selection Committee, as defined in this policy.
 - (iv) UNSW Grants including SCDG are recommended by SDC to UNSW.
- 1.3 Management may refer the approval of any Grant to the SDC were the decision is unclear under this procedure or management desires a discretionary decision.
- 1.4 Decisions regarding funding approval may be appealed to the SDC. The final decision regarding the approval of any funding rests with the SDC.
- 1.5 Monthly reports on Club grants are to be submitted to each SDC meeting.
- 1.6 Arc will approve Club Grant applications monthly. A date will be set each month when processing will take place. Grants submitted after this date will be processed in the next month. If, once all applications for the period have been

received, the applications exceed the amount of money available in the monthly budget Arc will distribute the money proportionally amongst the Club entitlements.

g. Clubs Grant

1 Clubs Grant Statement

- 1.1 The Clubs Grant Scheme is designed to support Clubs in the running of events and activities.
- 1.2 The Clubs Grant aims to support clubs in achieving their long term aims and objectives.
- 1.3 The Clubs Grant aims to support Arc members by making club events and activities more accessible.

2 General

- 2.1 Lodging of an application form does not guarantee that funds will be granted.
- 2.2 The approval of all grants is subject to budgetary restrictions. Subject to budgetary restrictions Arc may pay out less than the normally calculated amount.
- 2.3 Clubs are encouraged to contact Arc Clubs staff to discuss their funding needs and ensure they are operating under the scope of this policy in advance of applying for funding. Especially in situations where clubs are relying on Arc funding, Arc Clubs staff should be consulted well in advance of the relevant activity/purchase etc.
- 2.4 The Clubs Grant will be comprised of the following funding streams:
 - (i) Activity Funding
 - (ii) Equipment Funding
 - (iii) Merchandise Funding
 - (iv) Publication Funding
- 2.5 Arc pays the Club Grant if the:
 - (i) Information submitted is correct;
 - (ii) The Club has not reached its funding limit;
 - (iii) The Club has acknowledged Arc on all publicity material, including, for events, that an Arc banner has been displayed at the event.
- 2.6 In order to obtain the Clubs Grant the Club must submit a completed Club Grant Form within four weeks of the activity or purchase

3 Scope of Funding

- 3.1 The Clubs Grant is available to all Arc affiliated clubs
- 3.2 Arc funds a diverse range of Club endeavors with the purpose of encouraging UNSW student life and helping clubs to be financially sustainable.

3.3 Clubs may only receive one Arc grant (including SCDG) per activity. An activity which takes place over multiple days is considered as one activity. This is with the exception of the Clubs Loans Scheme. Once the Club has paid back the loan (or if arrangements have been made to pay back the loan from the subsequent Grant application) then a Club may receive funding under the Clubs Loans Scheme and one other Arc Grant.

3.4 Grants may not be used towards the payment of Kudos Gallery exhibition fees.

3.5 Neither cash prizes nor charity donations will be considered expenses when calculating a Grant.

3.6 Clubs may apply for a grant when participating in events run by Arc unless Arc has provided some other benefit for participating e.g. free venue hire, payment and/or other benefits (at the discretion of Arc).

3.7 The following are some examples of club ventures that Arc will support (assuming all relevant grant criteria have been met). Clubs should check with Arc in advance if they are unsure if their activity/purchase etc. is covered under this Funding Policy:

- (i) Events – such as a ball, harbour cruise, night market, BBQ, movie night, camp or special interest week;
- (ii) Programs – such as a mentoring program or a regular learning or training event;
- (iii) Conferences – including competitions, whether hosting or participating;
- (iv) Performances – whether theatrical, musical, a speaker event or another type of performance;
- (v) Equipment, merchandise and publications that contribute to achieving the club's aims.;
- (vi) In general, for an event/activity to be eligible for funding the Club must have had the ultimate organizational responsibility for the event/activity.

3.8 The following are some examples of club ventures that Arc will generally not support:

- (i) Arc will not fund attendance at events or performances that do not contribute to the aims and objectives of the Club, for example a group of club members attending a birthday party or a music festival;
- (ii) Arc will not fund attendance at an event that another club has organized (and is therefore eligible to receive a grant for);
- (iii) At the total discretion of Arc, Arc will not fund activities that it feels may damage the reputation of the organization.

3.9 A club cannot claim for an item that is already available for use as an Arc Clubs resource without prior discussion with Clubs staff.

4 Funding Limits

4.1 Regular Clubs will fall into the following funding categories for the Club Grant:

- (i) Bronze clubs have 3-49 Arc members in their club. The funding limit for Bronze clubs is \$1000 of cash grants per Club per calendar year (subject to budgetary restrictions).

(ii) Silver clubs have 50-199 Arc members in their club. The funding limit for Silver clubs is \$2000 of cash grants per Club per calendar year (subject to budgetary restrictions).

(iii) Gold clubs have 200 or more Arc members in their Club. The funding limit for Gold clubs is \$4000 of cash grants per Club per calendar year (subject to budgetary restrictions).

4.2 Constituent Clubs will fall into the following funding categories for the Club Grant:

(i) Faculty Clubs will receive the Gold level of funding;

(ii) School and College Clubs will receive the Silver level of funding;

(iii) Program Clubs will receive the Bronze level of funding.

(iv) Constituent Clubs may be eligible for a higher level of funding if they can provide proof that there are an appropriate number of Arc members in their Club, as per 4.1.

4.3 At the discretion of the SDC, aspects of Section 4.1 of the Funding Policy pertaining to funding limits may be suspended to reflect budgetary considerations.

5 Activity Funding

5.1 The Activity Grant is designed to subsidise the cost of Club events and activities.

5.2 A completed Activity Funding Form must include the following details of the activity:

(i) Club name(s);

(ii) Activity name – note the scope of funding is outlined in this Funding Policy;

(iii) Brief description of the activity;

(iv) Activity date(s), time(s) and location(s);

(v) Actual budget detailing actual expenditure and income (including sponsorship for the activity);

(vi) Receipts proving the expenses of the activity;

(vii) An Arc attendance list. This includes names, student numbers, signatures and some way of indicating who is an Arc member.

(viii) Proof of recognition of Arc on marketing material. The marketing material must include the Arc logo, or the statement "This student Club activity is proudly supported by Arc @ UNSW. For more information on Arc Clubs visit www.arc.unsw.edu.au".

(ix) Proof of recognition of Arc at the event i.e. that an Arc banner was displayed;

(x) Ticket Price details including details of the prices for Arc members and non-Arc members;

(xi) A signed agreement from a Club executive member outlining that the responsibilities of the Club have been completed to the best of the knowledge of the applicant.

5.3 Where alcohol is available at a Club activity the Club must comply with the Arc Clubs Alcohol Policy (Section the Arc Clubs Procedures). Arc will not fund activities that have not complied with the Arc Clubs Alcohol Policy.

5.4 Where clubs hold regular events, a new activity funding application must be lodged for each occurrence.

5.5 At the discretion of the Department Manager, Arc may choose to only fund one activity per club per week.

(i) Where more than one event is held per week, clubs should consult with Arc staff in advance.

(ii) Arc may ask the club to consolidate similar events held in one week into one application.

5.6 Activity Funding Calculation. The grant is based on the addition of the following segments of funding:

(i) 35% of the total activity expenses, up to breakeven;

(ii) \$2 per Arc member that attends the activity, up to \$100, as proven by the attendance list.

5.7 Activity Funding is limited to \$1500 per activity for Gold clubs, \$1000 per activity for Silver clubs and \$500 per activity for Bronze clubs.

5.8 In cases where Clubs charge a ticket price for entry to an Activity or charge participants a fee to take part in an Activity:

(i) Arc members must be charged the base price

(ii) Other attendees must be charged at least 110% of the base price.

(iii) Arc will not pay Activity Funding unless it is shown that this price differential was applied.

5.9 Where an event is solely or primarily for the benefit of the executive in its design, Arc will only fund an amount up to \$50/executive in attendance.

(i) Club executives must report to their members the amount of Club funds that were spent on the executive. This should form a key identifiable component of the Treasurer's report at the Club's AGM.

5.10 Where a club holds a joint event with another Club(/s), program, Collective or other third party:

(i) Applications should be submitted as a single application.

(ii) The application must include a breakdown of income and expenses incurred by each club so Arc may determine the proportion of funding for each club.

(iii) Where an activity is run jointly with a group or other party ineligible for Arc funding, the club may only receive a proportion of the Grant, at the discretion of Arc.

(iv) Arc should be consulted during the planning process to ensure that the application is correctly submitted.

6 Equipment Funding

6.1 This funding allows Arc to assist Clubs to purchase durable equipment that does not pertain to a specific event.

6.2 Equipment is defined as purchases made by the Club that are integral to the Club's aims or activities, are durable, for the long term use of the club, and are wise investments in the view of Arc.

6.3 Equipment purchases must have a continued future use that is aligned with the aims of the Club, and that will allow the Club to grow substantially. Equipment will remain the property of the Club. Where possible, equipment must feature the Arc

logo, either as part of the design for customised equipment, or as a sticker for standard equipment purchases.

6.4 Prospective purchases that may not meet the above guidelines e.g. Camera purchase for the UNSW Rodeo Club which falls outside a purchase that is integral to the Club's aims or activities should fill out a pre-approval form.

(i) Pre-Approval does not automatically entitle clubs to Equipment Funding

6.5 Equipment funding is calculated as 50% of the cost of purchasing Equipment up to \$500 per purchase;

6.6 Approval and payment will be processed after the purchase is undertaken. The application must be submitted within four weeks of the print or purchase.

6.7 An application form must be completed with:

(i) A description of use of the equipment and how it contributes to the long term aims of the Club.

(ii) Invoices attached to prove the expenditure

(iii) Designs or draft designs or templates showing the position of the Arc logo.

(iv) Actual budget detailing actual expenditure and income (including sponsorship, sales etc).

7 Merchandise Funding

7.1 This funding allows Arc to assist Clubs to purchase club merchandise that does not pertain to a specific event.

7.2 Merchandise is defined as items designed to promote the long-term clubs aims.

7.3 The merchandise design must feature the provided Arc logo prominently.

7.4 Merchandise funding is calculated as 30% of the cost of purchasing merchandise up to \$500 per purchase. The grant will only be paid up to the total reimbursement of the loss (ie \$0 profit).

7.5 Approval and payment will be processed after the purchase is undertaken. The application must be submitted within four weeks of the print or purchase.

7.6 An application form must be completed with:

(i) A description of the use of the merchandise and how it contributes to the long term aims of the Club.

(ii) Invoices attached to prove the expenditure

(iii) Designs or draft designs or templates showing the position of the Arc logo.

(iv) Actual budget detailing actual expenditure and income (including sponsorship, sales etc).

8 Publications Funding

8.1 This funding allows Arc to assist Clubs to produce publications that does not pertain to a specific event.

8.2 Publications are defined as any publication for distribution or promotion of a Club (including websites) which contributes to the long-term aims of the club.

- 8.3 Publications must include recognition of Arc including the Arc logo and the text “This student Club publication is proudly supported by Arc. For more information about Arc Clubs visit www.arc.unsw.edu.au”
- 8.4 Publications funding is calculated as 50% of the cost up to \$500 per purchase; The grant will only be paid up to the total reimbursement of the loss (ie \$0 profit).
- 8.5 Approval and payment will be processed after the purchase is undertaken. The application must be submitted within four weeks of the print or purchase.
- 8.6 An application form must be completed with:
- (i) A description of purpose of the publication and how it contributes to the long term aims of the Club.
 - (ii) An outline of the distribution of the publication
 - (iii) Invoices attached to prove the expenditure
 - (iv) Designs or draft designs or templates showing the position of the Arc logo.
 - (v) Actual budget detailing actual expenditure and income (including sponsorship, sales etc).

H. Clubs Loan Scheme Guidelines

1 Clubs Loan Scheme Statement

- 1.1 The Clubs Loan Scheme is for Clubs designed as a short-term loan to enable Clubs to pay the up-front costs of equipment.
- 1.2 The Clubs Loans Scheme is designed as a short-term loan to enable Clubs to pay the up-front costs of events, or activities that they would not otherwise have been able to run.

2 Scope

- 2.1 SDC will only grant a loan to affiliated clubs to cover up-front costs of running an activity or equipment costs. Up-front costs may include venue deposits, catering expenses or other expenses incurred before the event.
- 2.2 Loans will only cover expenses fundamentally necessary to the running of the activity or for equipment which contributes to the long term aims of the Club.

3 Application Process

- 3.1 When applying for the loan to cover the up-front costs of a specific event, a completed Clubs Loans Scheme form must be submitted at least 3 weeks before the activity. The application includes:
- (i) An outline of the activity;
 - (ii) A summary of the Club’s financial situation, including all available cash (including balance of all club bank accounts and cash boxes);
 - (iii) Recent Club bank statement(s) from within the last month;

- (iv) How the application addresses the criteria;
- (v) How Arc will be recognised;
- (vi) Amount requested;
- (vii) Repayment plan.

3.2 When applying for a clubs loan for equipment, merchandise or publications a clubs loan scheme application must be submitted which includes:

- (i) A summary of the Club's financial situation, including all available cash (including balance of all club bank accounts and cash boxes);
- (ii) Recent Club bank statement(s) from within the last month (where available);
- (iii) A repayment plan, including details of events the club intends to hold to raise funds to repay the loan.

4 Criteria

4.1 When applying for a clubs loan for a specific event, a club may be awarded a loan if the following criteria are met:

- (i) The activity contributes to UNSW student life;
- (ii) The activity contributes to the long term aims of the Club;
- (iii) The club will be able to repay the loan by the due date;
- (iv) There is evidence of considerable planning and preparation including:
 - (a) Publicity Plan
 - (b) Realistic budget (including existing and expected sponsorship).

4.2 When applying for a clubs loan for equipment, merchandise or publication a club may be awarded a grant is the following criteria are met:

- (i) The club has presented an appropriate and feasible repayment plan;
- (ii) The club will be able to repay the loan by the due date.

4.3 Funding (limits calculations)

- (i) Arc can give a loan of up to \$500 for a specific event;
- (ii) Arc can give a loan of up to \$750 for equipment, merchandise or publication;
- (iii) Arc may grant an amount smaller than the requested amount;
- (iv) Arc will only grant an amount they feel confident the club will be able to pay back by the due date.

5 Requirements of successful applications

5.1 The following conditions apply:

- (i) Any advertising for events must include the Arc logo;
- (ii) The Arc banner should be appropriately displayed at events;
- (iii) The Club must sign a loan agreement;
- (iv) Any other conditions deemed appropriate by Arc.

5.2 The club must submit a short activity report detailing the impact of the grant or the success of the activity (including actual income and expenditure) and repay the loan within one (1) month of the activity.

5.3 When the grant is to assist with the costs of running an event or activity, the Club must repay the loan within four (4) weeks of the event or activity.

5.4 When the grant is for equipment, merchandise or publication the Club must repay the loan within six (6) months.

5.5 Payment process, write off debt and penalties for failing to repay the loan.

(i) The Club may repay the debt in cash at Arc Reception, via direct deposit into the Arc bank account or by having the owed amount deducted from an Arc grant to be paid to the Club. The Club must inform Student Development staff how and when they intend to make the repayment.

(ii) If after the activity the Club believes they will not be able to make the repayment by the due date they must submit this in writing to Arc who may grant them an extension.

(iii) After the due date has passed, if the Club has not made the repayment, the Club's access to Arc resources may be suspended. This suspension will be lifted only when the club repays the grant in full. The Club will be informed of this in writing and requested to repay the full loan amount immediately.

(iv) The Club may continue to apply for Club Grants (excluding SCDGs), however, the amount the Club owes to Arc from the Clubs Loans Scheme will be deducted from the amount the Club otherwise would have received. Arc will continue to deduct from Club grants until the full amount owed is repaid.

(v) There are no charges or interest incurred. Arc is not providing credit to the Club, merely an "interest free" loan or advance.

(vi) Arc reserves the right to take debt recovery action against a Club who does not repay a loan amount.

(vii) A Club may only apply for one loan per university semester.

(viii) A Club must repay the full amount of a loan before being eligible to apply for any future loans.

(ix) Arc affiliated clubs will not have their debt waived under any circumstances. If a Club is having difficulty repaying a loan they must work with Arc to develop a repayment plan.

(x) Where a Club is dissolved before the repayment of a loan the Committee may be forced to write-off the debt. However, in these circumstances the Executive of the Club in question will not be able to affiliate a new club with Arc.

(xi) In exceptional circumstances where the Committee believes the Executive of the Club in question engaged in misconduct with regards to the loan, Arc may audit the Club's financial records. If evidence is found to support misconduct, the matter may be referred to the police.

i. Quick Response Grant

1 Statement of purpose

1.1 The Quick Response Grant is for individuals or groups of COFA students who have received an extracurricular invitation to participate in a local, interstate or international arts and cultural event or activity.

1.2 The QRG aims to support exciting and innovative projects 'on the fly', i.e. opportunities that have emerged without enough lead time to apply for ADG or other Student Development Grants.

2 Scope

2.1 Arc @ COFA Quick Response Grants may be used for:

- (i) travel or freight costs
- (ii) venue hire
- (iii) material costs or equipment hire
- (iv) catering
- (v) artist or other professional fees
- (vi) insurance
- (vii) marketing and promotional material related to the event or activity

2.2 Funding through this program is not available for:

- (i) any course or academic requirement
- (ii) where another service from Arc has been approved (eg. ADG, Kudos, The Green House);

3 Application Process

3.1 CGC will consider applications at any time throughout the year

3.2 CGC will assess and respond to applications approximately two weeks after they have been received by the Arc Office @ COFA.

3.3 Each applicant must submit an application form which includes the minimum:

- (i) Artistic activity proposal;
- (ii) Satisfaction of eligibility requirements and criteria; and
- (iii) Any other information or questions which the CGC considers relevant.

4 Eligibility

4.1 The QRG aims to provide Arc members with financial support for extra-curricular art and design pursuits;

4.2 Proposals will be considered with priority to:

- (i) Events & activities that have the potential to engage a wide audience
- (ii) Groups of Arc Members who are COFA students; followed by,
- (iii) Sole applicants who are an Arc member and COFA student
- (iv) Arc Members who are students of UNSW

4.3 Submissions from students across all degree programs and at all levels are encouraged.

5 Criteria

5.1 Selection will be based on merit subject to availability of funds;

5.2 The following criteria will be used:

- (i) The timing and merit of invitation to participate or create the project
- (ii) Demonstration of why and/or how the project is affected by tight time restraints;
- (iii) Potential contribution to the development of graduate attributes;
- (iv) Reasonableness of funding requests;
- (v) Number of COFA students that benefit from the project; and
- (vi) Publicity a project may attract.

6 Approval

6.1 On receipt of applications for QRG, the COFA Manager will present applications to CGC;

6.2 CGC will approve applications for QRG based on the following:

- (i) The eligibility of the applicants; and
- (ii) The extent to which the application meets the selection criteria.

6.3 CGC will report their decision to SDC at the next SDC meeting.

7 Conditions

7.1 Groups cannot make separate Quick Response applications for each member of the group. A single group application is required.

7.2 Applications should explain and demonstrate why and/or how the project is affected by tight time restraints, and why it needs a quick response;

7.3 Applications should outline the contribution towards the development of graduate attributes.

7.4 Applications may be lodged at any time. Decisions will be made within two weeks.

7.5 The COFA Manager will notify each applicant of the outcome of the application.

7.6 Successful applicants are required to submit an acquittal for the grant within two weeks after the project is complete. The report should include the following (where applicable):

7.7 A summary of the activity (including its impact on professional & academic development);

7.8 For an applicant-hosted event: attendance numbers and number of people involved in the organisation of the event, both divided into Arc members and non-Arc members;

- (i) A statement of the actual income and expenditure;

- (ii) A summary of how the applicant has/intends to communicate this experience to others, particularly UNSW students and Arc members;
- (iii) A summary of how Arc was publicised, preferably including pictures and/or examples of print media.

7.9 Successful applicants may be required to write an article acknowledging Arc's support to be published in an Arc publication.

7.10 Successful applicants for QRS are not eligible to receive a grant or funding for the same project under ADG.

8 Conflict of Interest

8.1 CGC will act to remove any actual or perceived bias in considering applications.

9 Evaluation

9.1 These Guidelines will be reviewed by SDC every two years. SDC may amend the Guidelines at any time.

J. Art and Design Grant

1 Art and Design Grants (ADG) Statement

1.1 The Arc is committed to providing members studying at COFA with financial support for extra-curricular art and design pursuits. The Arc aims to raise its profile amongst the art and design community by sponsoring quality art and design pursuits of Arc members. Artistic pursuits which result in a final project, artwork or presentation are prioritised over others.

2 Scope

2.1 Applicants may be individuals or groups, and will be Ordinary Arc members who study at COFA.

3 Application Process

3.1 There will be four application rounds per calendar year.

3.2 The deadlines for each calendar year's application rounds will be set by the COFA Manager in consultation with the SDC Convenor.

4 Criteria

4.1 ADG is a merit based grant aiming to fund a diverse range of extracurricular art and design projects based on the:

- (i) Details and aims of the project;
- (ii) Reasonableness of funding requests;
- (iii) Number of COFA students that benefit from the project;
- (iv) Publicity a project may attract.
- (v) Nature of the project, that is, pursuits which are prestigious or may bring particular acclaim to the artist, COFA, Arc or UNSW.

4.2 Areas of support from the ADG include:

- (i) Materials and equipment hire;
- (ii) Publicity/ documentation of exhibitions;
- (iii) Catering expenses for a launch or opening;
- (iv) Conference/ Workshop Registration Fees and associated costs;
- (v) Transportation of artwork to and from a venue;
- (vi) Presentation costs of artwork eg framing or laminating.

4.3 The Scheme does not cover:

- (i) Any course or academic requirement;
- (ii) The rent of a gallery space;
- (iii) Artist fees;
- (iv) Kudos Gallery Exhibitions (Arc already covers rent of the gallery space for students);
- (v) Arc Clubs or SRC @ COFA Collectives;
- (vi) Retrospective applications; or
- (vii) Where another Grant or Residency from Arc has been approved;
- (viii) With the exception that an ADG may be awarded to someone approved for the Arc Green House Studio Residency;
- (ix) In this situation the ADG will only cover equipment hire and materials.

5 Funding

5.1 The maximum limit per application is \$500.

6 Approval Process

6.1 Art and Design Grants are approved by SDC@COFA on recommendation of the COFA Manager.

6.2 In reviewing applications for each round, SDC@COFA takes into consideration both the total budgeted amount for the year and the quality of applicants. SDC may award less than a quarter of the yearly budgeted amount in any one round if it sees fit.

6.3 SDC@COFA may approve less than the requested amount for an application.

7 Reporting

7.1 At each meeting at which SDC@COFA is scheduled to decide on a round of the ADG, SDC@COFA will be provided information about the total budget, budget for the round, total amount spent, total amount remaining and amount available to be spent for the round.

8 Requirements of successful applicants

8.1 A representative of Arc will be invited to attend the opening or event where applicable.

8.2 The applicant will officially acknowledge the support of the Arc on all publicity materials eg invites, posters, catalogues. The Arc logo and the following text must be on all publicity materials: "The sponsorship of Arc @ UNSW through their Art and Design Grants is gratefully acknowledged".

8.3 Applicants are required to submit a brief project report (less than one page) attached with relevant images, outlining the success of the project and extent of completion of all requirements of the Grant.

8.4 Project reports are to be submitted to the COFA Manager within 30 days following the completion of the project. Information about the success of the project and images may be published on the Arc website, or in an Arc publication.

8.5 All receipts must be lodged with Arc no later than one month after the event.

9 Evaluation

9.1 These Guidelines will be reviewed by SDC every year.

κ. Group Work Grant

1 COFA Group Work Grant Statement

1.1 Arc is committed to encouraging student ideas that enhance non-academic student life at the College of Fine Arts (COFA). Arc aims to support student-run collaborative activities by providing funding assistance to new, ongoing collective activities implemented by COFA students that will have a sustained and significant contribution to student life.

2 Scope

2.1 Applicants must be groups of no less than four Ordinary Arc members undertaking study at COFA, UNSW.

2.2 Additional members of the group do not have to be COFA students.

3 Application Process

3.1 There will be one application round per calendar year.

3.2 The deadline for each calendar year's application rounds will be set by the COFA Manager in consultation with the SDC Convenor.

4 Criteria

4.1 The COFA Group Work Grant is a proposal based grant aiming to support new, ongoing collective activities implemented by COFA students. This will be shown through:

- (i) Details of the proposed collective activity, why the applicant is undertaking it, how it will be done and what it will contribute to the quality of COFA student life.
- (ii) Demonstrating innovation and imaginative, ambitious use of the funding
- (iii) Demonstrating that the activity will be sustainable and that the project will be ongoing
- (iv) Providing a realistic timeline and budget
- (v) Demonstrating that the activity does or will involve more than four people, of whom the majority will be COFA students.
- (vi) Details of publicity the project may attract.

5 Funding

5.1 Each successful applicant will receive up to \$1000 to contribute to the start-up costs associated with the collective group activity.

6 Approval Process

6.1 COFA Group Work Grants are approved by SDC on recommendation of the COFA Manager.

- 6.2 There will be one successful applicant for each round. The successful applicant will have demonstrated the greatest contribution to the areas listed under the criteria as judged by SDC and the COFA Manager.
- 6.3 SDC may choose not to award the COFA Group Work Grant if none of the applicants adequately fulfil the criteria.
- 6.4 In the event that there are no suitable applicants, the opportunity may be readvertised.
- 6.5 If the grant is not awarded, or not awarded in full, grant money will not roll over to new calendar years.
- 6.6 Individuals may only receive the COFA Group Work Grant once. Successful applicants may not apply again.
- 6.7 Current Arc staff members are not eligible to receive the COFA Group Work Grant. Students receiving an allowance as a consequence of their position as a student representative within the Arc are also excluded.

7 Reporting

- 7.1 At each meeting at which SDC is scheduled to decide on a round of the COFA Group Work Grant, SDC will be provided information about the budget for the round and the COFA Manager's recommendations.

8 Requirements of successful applicants

- 8.1 Applicants are required to submit a brief report (less than one page) acknowledging the support of the Arc @ COFA in furthering their contribution to non-academic student life.
- 8.2 Reports are to be submitted to the COFA Manager within 30 days following the applicant being notified of their success. Information about the contribution of the applicant to non-academic life and from the applicant's report may be published on the Arc website, or in an Arc publication.
- 8.3 Successful applicants must officially acknowledge the support of Arc on all publicity material, e.g. invites, posters and catalogues.
- 8.4 Successful applicants must display the Arc logo, along with the following text:
"This project has benefited from a COFA Group Work Grant courtesy of Arc@UNSW Limited.

9 Evaluation

- 9.1 These Guidelines will be reviewed by SDC every year.

L. Innovation Grant

1 General

- 1.1 The Innovation Grant is designed to enable Arc to help fund individual UNSW Students, groups of UNSW students and Arc Clubs to execute initiatives, programs, innovations, events, activities, social enterprise and start ups that would not otherwise be possible;
- 1.2 Through the Grant, will Arc provide financial and non-financial support;
- 1.3 Although not essential, preference will be given to ideas that have a benefit or wide appeal to UNSW students and the wider UNSW community;
- 1.4 Any Innovation Grant to a Club will not be counted towards the Club's annual limit on grants from Arc;
- 1.5 The Grant shall not override any pre-arranged free use of facilities for Clubs, groups or individuals on campus; and
- 1.6 The Innovation Grant will have a marketing plan created around it and may be marketed under an alternate name.

2 Grant Scheme Operations

- 2.1 The Innovation Grant Committee will consider Innovation Grant applications twice a semester;
- 2.2 Each Grant will include a cash component of up to \$5000 and a contra component comprised of internal services of up to \$2000;
- 2.3 Contra component may be made up of, among other resources:
 - (i) Marketing Services
 - (ii) Meeting Rooms & venue Services
 - (iii) Legal Support
 - (iv) Pop-up stall infrastructure
- 2.4 The contra services will be determined by the IGC
- 2.5 The Committee may grant an amount smaller than the requested amount;
- 2.6 The Committee will pair each successful applicant with an appropriate Arc Staff Member to monitor the application of the grant;
- 2.7 In reviewing applications, the Committee shall take into consideration both the total budgeted amount for the year and the quality of applicants; and
- 2.8 Innovation Grants are not available where another grant has been approved for the same activity.
- 2.9 The ICG will define a written agreement between Arc and the grant recipient outlining the conditions of the grant.

3 Conflict of Interest

3.1 The Innovation Grant Committee should act to remove any actual or perceived bias in considering applications.

4 Innovation Grant Committee

4.1 The Innovation Grant Committee (IGC) will consist of the following:

- (i) Chief Executive Officer (CEO)
- (ii) Chair of the Board
- (iii) Student Development Convenor
- (iv) Student Development Department Manager
- (v) Arc Staff Member Delegate

4.2 The IGC will have budgetary oversight for the Innovations Grant;

4.3 The IGC will provide a quarterly report upon expenditure and proposals to the SDC;

4.4 The IGC will be chaired by the Student Development Convenor

5 Eligibility

5.1 Applicant must be an Arc Member, where the application is from a group an Arc Member(s) must be a primary contributor; Where the application is a Club, the Clubs affiliation with Arc must be current.

5.2 The Club, group or individual must have a record of good-faith relations with Arc. Groups/individuals that have been tardy in meeting grant requirements in the past (including the submission of post-event reports) will have this considered in the evaluation of their application;

5.3 Any other factors considered relevant may affect the eligibility of a Group or individual to apply for a grant;

5.4 Applications must plan to implement the project or achieve a core milestone within 8 months of the Grants provision.

6 Criteria

6.1 In determining the Innovation Grant amount to be recommended for an activity or event, the IGC shall take into consideration the following criteria:

- (i) The application must be innovative;
- (ii) Preference will be given to applications that benefit or have a wide appeal to UNSW Students;
- (iii) The implementation or application would not be able to take place without the grant or without the grant important aspects of the event would have to be cut;
- (iv) There is evidence of considerable planning and preparation including:
- (v) Business Plan or Proposal
- (vi) Realistic budget
- (vii) The nature, topic and size of;

- (viii) Other avenues of funding support; and
- (ix) Any other factors considered relevant.

7 Process of Application

7.1 The application for the Innovation Grant will be a through a three-step process administered by the IGC:

7.2 Initial Contact – Email innovation@arc.unsw.edu.au. An Arc representative will discuss with the applicant eligibility, timeline and the application procedure.

7.3 Application – Once initial contact has been made the applicant will be invited to submit an application which will include:

- (i) An outline of the proposal;
- (ii) Target market, key issues and needs;
- (iii) How the activity addresses each of the selection criteria;
- (iv) Summary of applicants financial situation, including all available cash (including balance of all bank accounts and cash boxes) associated with the proposal, group or Club;
- (v) How Arc will be recognised for their support;
- (vi) Amount requested; and
- (vii) Any other information or questions which the Committee considers relevant.

7.4 Pitch – Successful applications will be invited to present their ideas to the IGC. After which a final decision upon the application will be made.

7.5 All applicants will be advised in writing of the outcome of their application.

8 Implementation and Conditions

8.1 Arc shall receive logo recognition on any associated collateral, website or event.

8.2 The grant recipient is to submit a report to the Committee within four weeks of completion, the detailing participation and attendance, the schedule of events, actual income and expenditure (including receipts) and any other information requested by the Committee;

8.3 Any other conditions deemed appropriate by the Committee.

8.4 A schedule of payment for the grant will be determined by the IGC on a case by case basis

8.5 Groups and individuals are responsible for making any bookings, reservations, expenditure incurrance associated with their application and in making any such bookings acknowledge that they are wholly responsible for timely payment.

8.6 Where an allocated Innovation Grant is less than the cost, the group or individual in receipt of the grant is liable for the unpaid portion of any costs.

8.7 If an applicant cancels an activity, event or implementation after receiving an Innovation Grant, they are to notify the Arc Representative immediately. At its next meeting the ICG will consider whether the grant should be revoked.

8.8 In cases where an Innovation Grant is revoked following cancellation of an activity, the group or individual is responsible for liaising with any other parties regarding cancellation of bookings, refunds and payment of any related fees.

8.9 Arc shall not be liable for any loss or liability which an applicant may incur.

8.10 If the ICG determines that another form of grant would be more appropriate for an applicant, it may request that the applicant submit an application for that type of grant.

8.11 Groups and individuals should collaborate with Arc to maximise the use of Arc and University facilities.

9 Review

9.1 The innovation guidelines should be reviewed after semester one, 2014.

m. Policy Review

While individual grants guidelines may be reviewed at specific intervals as determined in the respective guidelines, this procedure should be holistically reviewed annually.