

1. Background

1.1. The Australian National University provides funding from the *Student Services and Amenities Fee (SSAF)* to support student-led projects that enrich the extracurricular student experience in:

- 1.1.1. Social
- 1.1.2. Sporting
- 1.1.3. Cultural
- 1.1.4. Intellectual
- 1.1.5. Pastoral
- 1.1.6. Other extracurricular activities

1.2. The University, in consultation with the student associations, has agreed to make an allocation of \$60,000 from SSAF revenue to support student-run conferences held on the ANU campus.

2. Application

2.1. Applications for grants may be made by individuals or student groups (consisting of two or more student members).

It is essential that the conference:

- 2.1.1. Benefit the wider ANU community.
- 2.1.2. Is to be held on the ANU campus.
- 2.1.3. Be student run.

2.2. Funding is **not** available to:

- 2.2.1. Payments to students in the form of honoraria, stipends or salaries.
- 2.2.2. Conferences relating to the requirements of a student's academic program or a particular course, including internships (for credit).
- 2.2.3. Conferences that have already occurred before the submission of an application.
- 2.2.4. Conferences where the benefit is not demonstrated to extend beyond the individual or group attending.

2.2.5 Conferences that receive funding through the SEEF Learning Communities process.

2.4. Projects that relate to the work or draw on the resources of an ANU organisational unit (such as an academic College, School or Centre, ANU Sport, the TJABAL Indigenous Higher Education Centre, Facilities & Services Division, or, the Disabilities Service Centre) should develop their application in consultation with the relevant organisational unit. In your application please list the people you have contacted and the level of support being sought from the organisational unit.

3. Eligibility

- 3.1. To receive a SEEF conference grant, the applicant must currently be enrolled as an ANU student.
- 3.2. Both individual students and student groups are eligible to apply, at both the undergraduate and postgraduate level.
- 3.3. Applicants (both individuals and groups) are welcome to make multiple applications to the SEEF panel. However, applicants may receive only one SEEF conference grant per calendar year.
- 3.4. Applicants must not receive funding from the **Grants and Affiliation Committee (GAC)** for the same project.

4. Funding

- 4.1. The SEEF committee, described below, approves conference grants on a competitive basis.
- 4.2. The maximum funding available for any one conference is \$20,000.

5. Project Selection

- 5.1. There will be five funding rounds for Conference Grants, with applications closing at midnight on the following dates:

Semester 1

Round 1 – Tuesday 2nd February 2016

Round 2 – Thursday 17th March 2016

Round 3 – Thursday 28th April 2016

Round 4 – Thursday 2nd June 2016

Semester 2

Round 5 – Thursday 21st July 2016

Round 6 – Thursday 25th August 2016

Round 7 – Tuesday 27th September 2016

Round 8 – Thursday 27th October 2016

- 3.1. *These closing dates are final. Please note: These closing dates are final. Funding is not available retrospectively and students' must apply before the round closing date.*

- 5.2. Following the closing date for each round, applications will be evaluated by a panel chaired by the Pro Vice-Chancellor (Student Experience) or her/his delegate; and including; the Dean of Students; one division of Student Service representatives of the Australian National University Students' Association (ANUSA) [eg. The Social Officer and the Grants and Affiliations Committee (GAC) representative]; two Postgraduate and Research Students' Association (PARSA) representatives; an ANU Sports

representative and a representative from the Australian National University Student Media (ANUSM).

- 5.3. The SEEF Committee reserves the right to conditionally approve applications, and will not disburse any funds until the conditions have been met.
- 5.4. Furthermore, the SEEF Committee reserves the right to partially fund projects based on the SEEF 2015 guidelines, reasonableness of the budgeted expenditure and the strength of the application.

6. Notification of Outcome

- 6.1. The outcome of your application will be communicated via the registered ANU student email within 10 business days of the closing date for each round.
- 6.2. The decision of the selection panel is final and cannot be appealed.
- 6.3. Due to the high number of applications, limited feedback will be provided to applicants.

7. Acceptance of offer

- 7.1. Upon the receipt of an offer letter, successful applicants have 10 business days to submit their SEEF Acceptance Form on Campus Life (Available on OrgSync)
- 7.2. SEEF will disburse 50% of the awarded funding to successful applicants within 10 business days of returning their SEEF Acceptance Form.

8. SEEF Acquittal Report

- 8.1. The SEEF Acquittal Report must be submitted within a month of project's completion for the remaining 50% of the funding. This report must include:
 - 8.1.1. A report of a minimum of 200 words, with a maximum of 400 words measuring the achievement against outcomes outlined in the application. This report will be made publically available on the SEEF website.
 - 8.1.2. A budget report of expenditure against the requested funding, including PDF copies of all tax invoices (to view an example of a tax invoice please visit the Forms page on OrgSync).
 - 8.1.3. A legal declaration that all funds were expended for the purposes for which they were provided.
- 8.2. Please note that it is the **Applicants Responsibility** to submit to SEEF all acquittal documentations on time. A failure to do so, or a failure to submit sufficient acquittal documentations, may result in an applicant being unable to apply for SEEF and/or other University grants in the future.
- 8.3. All funds must be spent by the completion of the project. Any unspent funds or funds spent other than in accordance with the approved budget must be returned to the SEEF fund via Bank Transfer.