

Student Extracurricular Enrichment Fund (SEEF) Guidelines

Individual or Groups

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

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 these activities **benefit the wider ANU community**.

2.2. Examples of activities that might be supported include, but are not limited to:

2.2.1 A student seeking support to take part in an extracurricular national or international event such as a conference, competition,

internship (not for credit), ambassadorial role or performance. *Please note that it is important for you to demonstrate in your application that this event does not contribute to your course content requirements.*

2.2.2. An individual or a student group organising a workshop or conference.

3. Eligibility

- 3.1. To receive a SEEF 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 grant per calendar year.
- 3.4. Applicants must not receive funding from the **Students Club Council (SCC)** for the same project.

4. Funding

- 4.1. The SEEF committee, described below, approves grants on a competitive basis. Funding can be provided to support a specific project or program of activities.
- 4.2. Funding is available for up to:
 - 4.2.1. \$2,000 for any one conference.
 - 4.2.2. \$5,000 for student groups (2 or more students)

5. Project Selection

- 5.1. Grants are made in eight 'funding rounds'. The closing dates for each round are midnight (AEST), on:

Semester 1 2017 application closing dates

Round 1 – January 20th, 2017

Round 2 – March 9th, 2017

Round 3 – April 20th, 2017

Round 4 – May 25th, 2017

Semester 2 2017 application closing dates

Round 5 – July 6th, 2017

Round 6 – August 17th, 2017

Round 7 – September 14th, 2017

Round 8 – October 19th, 2017

- 5.2. Please note: These closing dates are final. Funding is not available retrospectively and students' must apply before the round closing date.
- 5.3. 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).
- 5.4. The SEEF Committee reserves the right to conditionally approve applications, and will not disburse any funds until the conditions have been met.

- 5.5. Furthermore, the SEEF Committee reserves the right to partially fund projects based on the SEEF Grant 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 (<https://orgsync.com/83041/forms/134041>)
- 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 the project's completion for the remaining 50% of the funding.** This form includes:
 - 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. (Question 2 in the Aquittal form.

8.1.2. A budget report of expenditure against the requested funding, including PDF copies of all tax invoices (view an example of a tax invoice).

8.1.3. A legal declaration that all funds were expended for the purposes for which they were provided. (Question 17 in the Aquittal Form)

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.