



UWA STUDENT GUILD PSA  
The University of Western Australia  
M300, 35 Stirling Highway | Crawley, WA 6009  
(08) 6488 3194 | [psa@guild.uwa.edu.au](mailto:psa@guild.uwa.edu.au)  
[www.facebook.com/uwapsa](http://www.facebook.com/uwapsa) | Instagram: uwapsa

# Postgraduate Students Association

## Small Grants Guidelines

The UWA Postgraduate Students' Association (PSA) represents all postgraduate students at the University of Western Australia (UWA) and is a department of the UWA Student Guild. The PSA exists to provide support for postgraduate students and improve their experience at UWA.

### Purpose

The PSA Small Grants are provided to support the development of small group activities for postgraduates that are not already well established and/or well supported by other bodies. It is anticipated that postgraduates seeking funds to establish new groups or activities, or those postgraduate groups whose existence or major activities will be at risk without these funds will apply. Both formal and informal groups are welcome to apply. The PSA reserves the right not to distribute the awards.

Applicants must clearly demonstrate:

- 1) How the proposed group activity will benefit the UWA postgraduate community, or a particular part of that community.
- 2) They must also demonstrate that the group/or activity needs the funds for it to go ahead.
- 3) This does not negate the presence of other funding sources, however, groups and activities that are well established and either have funds of their own or receive regular and adequate support from other sources will have to demonstrate why their activity warrants funding.
- 4) Acceptance of a Small Grant constitutes a commitment that these funds will be used for the activity outlined in application.
- 5) The PSA will contribute a maximum of \$500 per grant. Five grants are available per year.
- 6) PSA will provide 2 small grants in March, 2 in July while 1 such grant in September.
- 7) Applicants who were unsuccessful for previous application rounds can apply for future rounds

### Application

The application must be completed by a current UWA postgraduate student on behalf of a group of current postgraduates. The PSA reserves the right to request:

- 1) A list of RSVPs for the event, or a list of members of the group.

Each copy of the application must include:

- 1) Application Form
  - Applicant Details;
  - Description of Organization/Group;
  - Description of Planned Activity;
  - Benefit of Group/Activity;
  - A clear and realistic budget; and

- Any other requests as listed on the form
- 2) Statement of Enrolment of Lead Applicant. *This can be found in Student Connect.*

## Terms and Conditions

If successful in their application, payment of funds will be conditional on recipients, or a nominated representative, signing an agreement to the effect that:

1. Funds must be used before 1<sup>st</sup> December in the year the funds are awarded.
2. They must provide a draft of a 300-word report of the group/activity to be published in the PSA's postgraduate magazine, *Postscript*, and on the PSA website .
3. Provide receipts to the PSA Awards and Grants Committee Chair to the award's value, within 2 weeks of the activity date.
4. Extend and open invitations to the event or group to all UWA postgraduates and promote through the PSA for at least two weeks prior to the event date.

## Checklist for Applicants

Have you?

- 1) Completed all sections of the coversheet and application form.
- 2) Ensure that the proposed activity or group does not duplicate any existing services at UWA?
- 3) Checked for any relevant approvals or bookings which may affect your event or group?

## Evaluation Criteria

Applications will be reviewed within 15 business days from the closing date as stated on the PSA Website and notification of outcome will occur within 20 business days.

All Criteria are judged with equal weightage and on a scale of 5, with 5 being the best.

- 1) Value of proposed activity and group.
- 2) Long-term viability of group or activity.
- 3) Accessibility and applicability to a wide range of postgraduate students.
- 4) Evidence of thought and planning reflected in budget.
- 5) Necessity of the PSA small grant in presence of other funding sources.

*Please visit the PSA website for more information on the ways the PSA can help you!*

[www.uwastudentguild.com/about/departments/psa](http://www.uwastudentguild.com/about/departments/psa)