



POSTGRADUATES STUDENTS' ASSOCIATION

The University of Western Australia

M300, 35 Stirling Highway, Crawley, WA 6009

www.uwastudentguild.com/about/departments/psa

Facebook & Instagram: @uwapsa

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. Both formal and informal groups are welcome to apply. The PSA will provide five Small Grants across the two funding rounds every year (March-April and July-August), valued up to \$500 each. The PSA reserves the right not to distribute all the grants.

Application

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. 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 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 the postgraduates' 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 the lead applicant.

Applicants must clearly demonstrate:

- 1) How the proposed group activity will benefit the UWA postgraduate community, or a particular part of that community.
- 2) That the group/or activity needs the funds to go ahead. 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 additional funding.

Applicants who were unsuccessful for previous WA application rounds can apply in future rounds.

Terms and Conditions

If successful in their application, payment of funds will be conditional on recipients agreeing to:

- 1) Using the funds before 1st December in the year the funds are awarded, for the activity outlined in the application.
- 2) Draft a 300-word report of the group/activity to be published in the PSA's postgraduate magazine, *Postscript*, and other communication channels of the PSA.
- 3) Provide receipts to the PSA to the award's value, within 2 weeks of the activity finish date.

Checklist for Applicants

Have you?

- 1) Completed all sections of the coversheet and application form;
- 2) Included a Statement of Enrolment for the lead applicant;
- 3) Ensure that the proposed activity or group does not duplicate any existing services at UWA;
- 4) Checked for any relevant approvals or bookings which may affect your group/activity.

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.

Applications will be judged based on the following criteria 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!

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