

<b>CLUB GRANTS POLICY</b>		
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<b>Division/Person Responsible:</b>	Education Council Committee, Public Affairs Council Committee, Societies Council Committee	
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Contents:

Preliminary .....	3
Establishment .....	3
Definitions .....	3
Interpretation .....	5
Objects .....	6
Guild Budget.....	6
Process .....	7
Publicising Grants .....	7
Applications.....	7
Discussion of Applications.....	7
Consideration of Applications .....	8
Distribution.....	9
Societies Council Grants.....	11
Societies Council Grants.....	11
Orientation Day Grants .....	11
Special Project Grants .....	12
Semester Grants .....	14
Public Affairs Council Grants .....	15
Public Affairs Council Grants .....	15
Innovation Grants .....	15
Theme Week Grants .....	17
Education Council Grants .....	18
Education Council Grants .....	18
Base Funding .....	18

Special Project Grants ..... 20

    Relevant Considerations ..... 22

Relevant Considerations ..... 22

    Concluding..... 23

Changes to this Policy and the Supremacy of this Policy..... 23

## Preliminary

### Establishment

1. This Policy applies to all Grants provided to Affiliated Societies, whether they be affiliated to the Societies Council, the Education Council, or the Public Affairs Council.

### Definitions

2. For the purposes of this Policy, unless otherwise specified:
  - (a) **Affiliated Society** has the meaning given to that term in the Student Guild Regulations.
  - (b) **Club Executive** has the meaning given to that term in the Societies Council Rules.
  - (c) **Education Council Member** (or **Education Council Affiliate**) means an Affiliated Society affiliated to the Education Council.
  - (d) **Equivalent Full Time Study Load** (or **EFTSL**) has the meaning given to that term in s 169-27 of the *Higher Education Support Act 2003*.
  - (e) **Faculty Society** means an 'Education Council Member' as defined in this Policy.
  - (f) **Financial Member** has the meaning given to that term in the Societies Council Rules.
  - (g) **Formal Defect** has the meaning given to that term in the Societies Council Rules.
  - (h) **Governance Committee** has the meaning given to that term in the Societies Council Rules.
  - (i) **Grant** means any grant of money issued to an Affiliated Society by a Sub-Council Committee.
  - (j) **Guild** means the 'Student Guild' as defined in the UWA Act.
  - (k) **Guild Council** has the meaning given to that term in the UWA Statute.

- (l) **Guild Councillor** means a 'Student Guild Councillor' as defined in the Student Guild Regulations.
- (m) **Guild Year** has the meaning given to that term in the Societies Council Rules.
- (n) **Public Affairs Council** means the Subsidiary Council of the Guild established pursuant to regulation 32 of the Student Guild Regulations known as the 'Public Affairs Council'.
- (o) **Public Affairs Council Member (or Public Affairs Council Affiliate)** means an Affiliated Society affiliated to the Public Affairs Council.
- (p) **Semester** means the two University teaching periods during the calendar year, the dates for which are specified in the University calendar;
- (q) **Societies Council Committee** means the governing committee of the Societies Council comprising of the persons set out in rule 16 of the Societies Council Rules.
- (r) **Societies Council General Meetings** are regular meetings of Societies Council Members as set out in rules 80 – 88 of the Societies Council Rules.
- (s) **Societies Council Member (or Societies Council Affiliate)** has the same meaning given to that term in the Societies Council Rules.
- (t) **Standing Orders** means all Guild standing orders in effect from time to time.
- (u) **Student Guild Regulations** means the Student Guild Regulations made by the Senate of the University.
- (v) **Student Society** has the meaning given to that term in the Student Guild Regulations.
- (w) **Sub-Council** means a 'Subsidiary Council' as defined in the Student Guild Regulations.
- (x) **Tenant** has the meaning given to that term in the Societies Council Rules.
- (y) **University Working Day** has the meaning given to that term in the UWA Statute clause 6.
- (z) **UWA Act** means *University of Western Australia Act 1911 (WA)*.

- (aa) **UWA Statute** means the University of Western Australia Statute made by the Senate of the University.
- (bb) **UWA or University** means The University of Western Australia.

### **Interpretation**

- 3. In these Rules, unless the context otherwise dictates:
  - (a) The singular includes the plural and vice versa, and a gender includes other genders;
  - (b) The meaning of general words is not limited by specific examples introduced by 'including', 'for example' or similar expressions;
  - (c) A reference to a document includes a variation or replacement of it;
  - (d) A reference to a statute includes its subordinate legislation and a modification, replacement or re-enactment of either;
  - (e) Where a capitalised term is used in these Rules but not defined, the definition of such a term shall be taken from the Student Guild Regulations. Where no such definition is available, the Governance Committee shall have the power to determine the definition of the term in question;
  - (f) A reference to a particular role, position, body, group, organisation, committee or faculty or school of the University is a reference to that thing as renamed or constituted from time to time.
  - (g) A reference to a '**Record**' is a reference to any record of information however recorded and includes:
    - (i) Any thing on which there is writing or Braille;
    - (ii) A map, plan, diagram or graph;
    - (iii) A drawing, pictorial or graphic work, or photograph;
    - (iv) Any thing on which there are figures, marks, perforations, or symbols, having meaning for persons qualified to interpret them;

- (v) Any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else;
  - (vi) Any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically; and
  - (vii) A reference to an electronic or digital record is any machine readable information in electronic storage media, including metadata, deemed to be a corporate record.
4. In the event of an inconsistency between a provision of these Rules and a provision of the Student Guild Regulations, the provision of the Student Guild Regulations shall prevail.
  5. In the event of an inconsistency between a provision of this Policy and a provision of the Societies Council Rules, Public Affairs Council Rules, or the Education Rules the provision of the Sub-Council Rules shall prevail.
  6. In the event of a contest of the interpretation of these Rules the Governance Committee shall have the power to rule in determining the correct interpretation.

### **Objects**

7. The objects of this Policy are to:
  - (a) Maintain financial transparency in relation to the distribution of Grants to Affiliated Societies;
  - (b) Provide Sub-Council Committees with guidelines for the fair and equitable distribution of Grants; and
  - (c) Provide certainty and consistency of process for Grant distribution across years.

### **Guild Budget**

8. Each year, the Guild Budget shall specify a particular sum of money to be distributed as Club Grants under each Sub-Council Budget on the advice of the Strategic Resources Committee. All Sub-Council Committees must endeavour to exhaust this allocation in accordance with the provisions of this Policy during each Guild Year.

## **Process**

### **Publicising Grants**

9. All relevant information regarding all Grants including but not limited to the submission deadline and manner of submission shall be publicised via all channels the appropriate Sub-Council Committee deems fit, including but not limited to Societies Council General Meetings, Education Council meetings, emails, and online groups.
10. All relevant information regarding all Grants must be publicised in such a way that Affiliated Societies may be reasonably expected to have been made aware of the necessary requirements to apply for each available Grant.
11. All relevant information regarding all Grants must be publicised no less than fifteen University Working Days prior to the submission deadline for the relevant Grant.

### **Applications**

12. Only Affiliated Societies affiliated to the Education Council, the Public Affairs Council, and the Societies Council are eligible to apply for and receive Grants from the Guild.
13. An Affiliated Society may apply for an available Grant by submitting a formal application in the form and submitted in the manner prescribed by the relevant Sub-Council Committee.
14. Applications must be submitted before the publicised deadline in accordance with provisions 10 to 11 of this Policy. Applications submitted after the deadline will be subject to the penalties outlined in Table 1.

### **Discussion of Applications**

15. Motions regarding all matters relating to Grants, including the allocation of Grants to Affiliated Societies, shall be approved by simple majority of the members present and eligible to vote at a meeting of the relevant Sub-Council Committee.
16. If any member of the relevant Sub-Council Committee who is involved in speaking or voting on motions relating to Grants has a conflict of interest which could reasonably give rise to a bias for or against any applicant that Committee member must adhere to the following provisions:

- (a) Any member of the relevant Sub-Council Committee with a perceived or actual conflict of interest must formally disclose that conflict of interest to the relevant Committee prior to the presentation of the motion.
- (b) A conflict of interest may include but is not limited to the following:
  - i. Being a current committee member of an applicant Affiliated Society;
  - ii. Being involved in a business or organisation which has been involved with an applicant Affiliated Society; or
  - iii. Having a close personal relationship with a Club Executive of an applicant Affiliated Society.
- (c) If a conflict of interest is disclosed the relevant Committee must take reasonable precautions to prevent that perceived or actual bias from interfering with the Grants process.
- (d) If any Sub-Council Committee member involved in the Grants process breaches the provisions of article 16(a) of this Policy, the relevant Subsidiary Council President (or another Executive Officer of the relevant Committee if the President is the one in breach of this article) must report the Committee member to the Guild Discipline Committee.

### **Consideration of Applications**

- 17. No Affiliated Society may apply for multiple Grants for the same expense.
- 18. The relevant Sub-Council Committee may, at its discretion, withhold Grants to any Affiliated Society where that society has:
  - (a) Breached a written or oral agreement with the Guild;
  - (b) Breached a provision any applicable Guild or University Policy, Regulation, Rule or By-Law;
  - (c) Failed to adhere to articles 13 and 14 of this policy.
- 19. Notwithstanding article 14 of this policy, all applications must be considered.



20. When considering applicant Societies' Grant Applications, there are a number of relevant considerations that must be taken. These relevant considerations can be found in Tables 2-4.
21. Expenses which Affiliated Societies may not claim include but are not limited to:
- (a) The purchase of alcohol or any other banned or restricted substance as reasonably determined by the relevant Sub-Council Committee;
  - (b) Travel or transport expenses;
  - (c) Committee benefit or incentive expenses;
  - (d) Charity donations;
  - (e) The purchase of prizes or gifts;
  - (f) Advertising expenses;
  - (g) Rebranding expenses;
  - (h) The purchase of any item or service which is outlawed; and
  - (i) Any other expense as determined by the relevant Sub-Council Committee from time to time.

### **Distribution**

22. Prior to applications being accepted for a Grant, the relevant Sub-Council Committee must determine a maximum amount which can be allocated to each applicant.
- (a) The maximum amount which can be allocated to each applicant shall be calculated by dividing the total amount available for the Grant by the number of clubs affiliated to the relevant Sub-Council.
  - (b) The calculated maximum amount for each Grant shall be displayed on the Club Grants page of the Guild's official website.

- (c) Pursuant to article 8 of this Policy, the calculated maximum amount which can be allocated to each applicant may be increased where there are fewer applicants for a Grant than predicted.
23. The relevant Sub-Council Committee must meet to consider applications for a Grant within five University Working Days of the submission deadline for that Grant. Within one University Working Day of this meeting the relevant Sub-Council Treasurer must inform all applicants of the provisional outcome of their application via email.
24. Following the circulation of the provisional outcome of all applications as set out in article 23 of this Policy all relevant Affiliated Societies shall have the opportunity to appeal the provisional allocation of Grants funding to their Affiliated Society. Appeals must be conducted in accordance with the following provisions:
- (a) Appeals must be lodged with the relevant Sub-Council Treasurer within five University Working Days of the circulation of the provisional allocation of funds as set out in article 23 of this policy.
  - (b) Appeals must be lodged with the relevant Sub-Council Treasurer and the relevant Sub-Council President via their official Guild email addresses.
  - (c) Appeals must specifically outline which aspect of the provisional allocation of funds the Affiliated Society wishes to appeal, the Affiliated Society's specific reasons for appealing the allocation, and an outline of the course of action the Affiliated Society requests that the relevant Sub-Council Committee take.
  - (d) Notwithstanding article 24(a) of this Policy, all appeals must be considered.
  - (e) No additional appeals may be considered following the deadline set out in article 24(a) of this Policy.
  - (f) Each Affiliated Society may only appeal an allocation of funding once per Grant. For example, an Affiliated Society may only appeal the distribution of Societies Council Semester 1 Grants once.
25. The relevant Sub-Council Committee must meet to consider appeals for a Grant within five University Working Days of the deadline set out in article 24(a) of this Policy. Within one University Working Day of this meeting the relevant Sub-Council Treasurer must inform all applicants of the finalised outcome of their application via email, as well as providing to Guild Finance a document specifying the amount payable to each Affiliated Society.

26. Within ten University Working Days of the Sub-Council Committee meeting set out in article 25 of this Policy the relevant Sub-Council Treasurer must provide to each applicant Society a breakdown of the outcome of their application, outlining which elements were approved and which were not.
27. No funds may be distributed without having been authorised by a simple majority of the relevant Sub-Council Committee.
28. The relevant Sub-Council Committee may, by simple majority, resolve to withhold a portion of Grants from an Affiliated Society as punishment for any action or omission which constitutes Guild Misconduct.

### **Societies Council Grants**

#### **Societies Council Grants**

29. Only Affiliated Societies affiliated to the Societies Council are eligible to apply for Societies Council Grants.
30. The Grants offered to Societies Council Affiliates are set out herein.

#### **Orientation Day Grants**

31. The purpose of Orientation Day Grants is to provide financial support to Societies Council Affiliates which hold a club stall on UWA's annual Orientation Day.
32. Societies Council Affiliates may apply for an Orientation Day Grant by emailing the Societies Council Treasurer. A completed Orientation Day Grant application must:
  - (a) Have the subject line "[CLUB NAME] O'DAY GRANT 2023" where [CLUB NAME] is the name of the applicant Societies Council Affiliate;
  - (b) Attach a comma separated value (csv) document including the names and UWA student numbers of all Financial Memberships sold on Orientation Day; and
  - (c) Attach a portable document format (pdf) copy of the Societies Council Affiliate's stall hire invoice.

33. The relevant considerations which must be taken into account in the discussion and allocation of Orientation Day Grants are set out in Tables 2 and 3.
34. Where Societies Council Affiliates elect to share a stall on Orientation Day each may claim Grants such that the total cost of the hired stall is distributed evenly among those Societies Council Affiliates.
  - (a) Where Societies Council Affiliates elect to share a stall on Orientation Day, notice as such must be clearly stated in each of those Affiliates' applications.
35. The maximum amount each Societies Council Affiliate may receive for their Orientation Day Grant shall be the price of an unshaded stall hire plus \$4AUD per financial membership sold to UWA students who are also Guild members, up to 50 memberships.

### **Special Project Grants**

36. The purpose of Special Projects Grants is to fund Societies Council Members' events, initiatives, and purchases which are of significant benefit to the Affiliated Society's financial members and further the expressed objects of the Societies Council Affiliate.
37. Special Project Grants are to be divided into three categories. To receive the maximum amount possible each Societies Council Affiliate must satisfy all three categories. Fulfilment of one category will result in a 66% reduction to the maximum amount which a Societies Council Affiliate may be allocated. Fulfilment of two categories will result in a 33% reduction to the maximum amount which a Societies Council Affiliate may be allocated. The three categories of Special Project Grant are:
  - (a) Major. To be used for events. A completed Major Special Projects Grant application must demonstrate that the event's attendance is greater than 50% of the host Societies Council Member's Financial Membership and is attended by over 100 people;
  - (b) Collaborative. To be used for events and initiatives. A completed Collaborative Special Projects Grant application must demonstrate genuine collaboration between Affiliated Societies and/ or Guild Departments in the planning and execution of the event or initiative, and demonstrate that the event or initiative may be engaged with by both Financial Members and otherwise; and
  - (c) Standard. To be used for events and initiatives. A completed Standard Special Projects Grant application must demonstrate that the event or initiative will provide lasting

benefit to the Societies Council Affiliate's Financial Membership in accordance with the expressed objects of the Societies Council Affiliate.

38. Societies Council Affiliates may apply for multiple categories of Special Project Grant for the same event or initiative.
39. Only events or initiatives held on the UWA Crawley Campus will be eligible to receive financial support in the form of Special Project Grants.
40. All completed Special Project Grants applications must include all documents and be submitted in the manner as determined by the Societies Council Committee from time to time. Such information must be readily available on the Club Grants page of the Guild's official website.
41. A completed Special Projects Grant application must include all documents and be submitted in the manner as determined by the Societies Council Committee from time to time. Such information must be readily available on the Club Grants page of the Guild's official website.
42. Applications for Special Project Grants shall open on the first day of Semester 1 of the Undergraduate Timetable as published by the University from time to time, and close on the date agreed upon by the Societies Council Committee. Applications shall be considered by the Societies Council Committee once per Semester on dates agreed upon by the Societies Council Committee.
43. The relevant considerations which must be taken into account in the discussion and allocation of Special Projects Grants are set out in Tables 2 and 3.
44. The budget for Special Project Grants for both Semesters shall be 40% of the Societies Council Grants budget which remains following the distribution of Orientation Day Grants.
45. Where a Societies Council Affiliate's Special Project Grant application is approved, that Society must submit a final expenditure statement including receipts of expenditure to the Societies Council Treasurer no less than ten University Working Days after the event, initiative, or purchase in question takes place, or the Grant is approved, as applicable.
  - (a) Where the Societies Council Treasurer is not satisfied that the relevant funds have been utilised fully or appropriately for the purposes specified in the Grant application, the matter shall be referred to a meeting of the Societies Council Committee for review.

- (b) Where the Societies Council Committee is not satisfied that the relevant funds have been utilised fully or appropriately for the purpose specific in the Grant application, the Committee may order that the club return a specified amount of funding to the Guild.
- (c) Where a Societies Council Affiliate refuses to comply with the orders of the Societies Council Committee as set out in article 45(b) of this Policy, penalties shall be levelled against the Societies Council Affiliate in question at the discretion of the Societies Council Committee, including but not limited to:
  - i. Penalties against or disqualification from future grants; and
  - ii. The Society becoming lapsed.

### **Semester Grants**

- 46. The purpose of Semester Grants is to provide sustainable financial support to all Societies Council Affiliates, and provide funding for the growth of less self-sufficient clubs.
- 47. Applications for Semester Grants shall be open from the first day of Semester 1 of the Undergraduate Timetable as published by the University from time to time, and close on the date agreed upon by the Societies Council Committee. Applications shall be considered by the Societies Council Committee once per Semester on dates agreed upon by the Societies Council Committee.
- 48. A completed Semester Grant application must include all documents and be submitted in the manner as determined by the Societies Council Committee from time to time. Such information must be readily available on the Club Grants page of the Guild's official website.
- 49. The relevant considerations which must be taken into account in the discussion and allocation of Semester Grants are set out in Table 2.
- 50. The budget for Semester Grants each semester shall be 30% of the Societies Council Grants budget which remains following the distribution of Orientation Day Grants.
- 51. The penalties which may be levelled against the maximum Semester Grant amount a Societies Council Member may receive each Semester are set out in Table 1.

52. Societies Council Affiliates may not claim Semester Grants for expenses incurred for the purposes of events or activities funded by any other Grant outlined in this Policy unless those expenses have a continuing benefit for Financial Members, for example club t-shirts.
53. The penalties outlined in Table 1 shall apply to Semester Grants. A Societies Council Affiliate shall only face penalties for breaches which occurred within the same Guild Year as the Grant being considered.

<b>TABLE 1. PENALTIES AFFECTING SEMESTER GRANTS</b>		
<b>Item</b>	<b>Breach</b>	<b>Penalty</b>
1	Failure to send a delegate to three or more Societies Council General Meetings in a Guild Year.	40% cut in Semester Grants for the remainder of the Guild Year.
2	Failure to send a delegate to two Societies Council General Meetings in a Guild Year.	25% cut in Semester Grants for the remainder of the Guild Year.
3	Failure to send a delegate to one Societies Council General Meetings in a Guild Year.	15% cut in Semester Grants for the remainder of the Guild Year.
4	Failure to complete Treasurer Training before the submission of a Grant application.	40% cut in Semester Grants for the remainder of the Guild Year.
5	Semester Grant application received after the deadline but before the Societies Council Committee meeting as set out in article 23 of this Policy.	30% cut in that specific Semester Grant.

### **Public Affairs Council Grants**

#### **Public Affairs Council Grants**

54. Only Public Affairs Council Affiliates are eligible to apply for Public Affairs Council Grants.
55. The Grants offered to Public Affairs Council Affiliates are set out herein.

#### **Innovation Grants**

56. The purpose of Innovation Grants is to encourage innovative events and activities which will add to student and campus culture, and financially support such events and activities which would not otherwise be able to run.

57. The purpose of innovative events is to engage students in events and initiatives who would not otherwise be engaged and add to, or create change in, student and campus life. Examples of innovation in events or activities may include but is not limited to:
- (a) Use of typically underutilised or unused locations on any University campus;
  - (b) New or unlikely collaborations between Public Affairs Council Affiliates and other parts of the Guild or University community, such as residential colleges, UWA libraries, Faculties, or Guild Departments;
  - (c) Particularly imaginative or untried themes for events and activities in which the theme plays a significant role; and
  - (d) Other significant additions or changes which the Public Affairs Council Committee believes to be in-line with the role of the Public Affairs Council, the purpose of this Grant, and the spirit of innovation.
58. Applications for Innovation Grants shall be open throughout the Guild Year and shall be considered by the Public Affairs Council Committee once per Semester on dates agreed upon by the Public Affairs Council Committee.
59. A completed Innovation Grant application must include:
- (a) All receipts proving any expenses that a club had in the organisation or running of a relevant event or activity; or
  - (b) A budget outlining how the grant money will be spent; and
  - (c) An explanation of how the event or activity fulfilled/will fulfill the purpose of Innovation Grants as outlined in articles 56 and 57 of this Policy.
60. The relevant considerations which must be taken into account in the discussion and allocation of Innovation Grants are set out in Table 4.
61. The maximum amount each Public Affairs Council Affiliate may receive from Innovation Grants shall be \$500AUD per Semester.
62. Where a Public Affairs Council Affiliate's Innovation Grant application is approved, that Society must submit a final expenditure statement including receipts of expenditure to the Public Affairs Council Treasurer no less than ten University Working Days after the event, initiative, or purchase in question takes place.



- (a) Where the Public Affairs Council Treasurer is not satisfied that the relevant funds have been utilised fully or appropriately for the purposes specified in the Grant application, the matter shall be referred to a meeting of the Public Affairs Council Committee for review.
- (b) Where the Public Affairs Council Committee is not satisfied that the relevant funds have been utilised fully or appropriately for the purpose specific in the Grant application, the Committee may order that the club return a specified amount of funding to the Guild.

### **Theme Week Grants**

- 63. The purpose of Theme Week Grants is to encourage clubs to run events during Public Affairs Council Theme Weeks which will contribute to student experience, and financially support clubs to increase engagement on campus and build community.
- 64. Applications for Theme Week Grants shall be open throughout the Guild Year and shall be considered by the Public Affairs Council Committee a minimum of once per Semester up to a maximum of the number of Theme Weeks being run by the Public Affairs Council during that Guild Year, at the discretion of the Public Affairs Council Committee
- 65. A completed Theme Week Grant application must include:
  - (a) All receipts proving any expenses that a club had in the organisation or running of a relevant event or activity; or
  - (b) A budget outline how the grant money will be spent; and
  - (c) An explanation of how the event contributed/will contribute to the relevant Theme Week.
- 66. The relevant considerations which must be taken into account in the discussion and allocation of Theme Week Grants are set out in Table 4.
- 67. The maximum amount each Public Affairs Council Affiliate may receive from Theme Week Grants shall be \$500AUD per Semester.
- 68. Where a Public Affairs Council Affiliate's Theme Week Grant application is approved, that Society must submit a final expenditure statement including receipts of expenditure to the

Public Affairs Council Treasurer no less than ten University Working Days after the event, initiative, or purchase in question takes place.

- (a) Where the Public Affairs Council Treasurer is not satisfied that the relevant funds have been utilised fully or appropriately for the purposes specified in the Grant application, the matter shall be referred to a meeting of the Public Affairs Council Committee for review.
- (b) Where the Public Affairs Council Committee is not satisfied that the relevant funds have been utilised fully or appropriately for the purpose specific in the Grant application, the Committee may order that the club return a specified amount of funding to the Guild.

### **Education Council Grants**

#### **Education Council Grants**

- 69. Only Affiliated Societies affiliated to the Education Council are eligible to apply for Education Council Grants.
- 70. The Grants offered to Education Council Affiliates are set out herein.

#### **Base Funding**

- 71. The purpose of Base Funding is to sustain the regular operation of Faculty Societies, and the costs associated therewith.
- 72. Base Funding is to be divided into three categories. These are:
  - (a) Equivalent Full-Time Study Load ('EFTSL') Base Funding;
  - (b) Net Liquid Assets over Equivalent Full-Time Study Load ('NLA/EFTSL') Base Funding; and
  - (c) Sponsorship Capacity over Equivalent Full-Time Study Load ('SC/EFTSL') Base Funding.
- 73. Base Funding is to be apportioned as follows:
  - (a) 50% EFTSL;
  - (b) 25% NLA/EFTSL; and

- (c) 25% SC/EFTSL.
74. The purpose of EFTSL Base Funding is to ensure that each Faculty Society receives funding which is proportional to the number of students which that Faculty Society represents.
  75. The number of EFTSL students for each Faculty Society shall be obtained from the official University Statistics for the previous academic year.
  76. The number of EFTSL students for each Faculty Society shall not change between Semester 1 and Semester 2 of the academic year.
  77. The purpose of NLA/EFTSL Base Funding is to provide additional financial support to Faculty Societies with limited financial and nonfinancial assets.
  78. The dollar amount of each Faculty Society's Net Liquid Assets calculated for Semester 1 allocation of Base Funding shall include:
    - (a) The cumulative amount held in all of the Faculty Society's bank accounts as of 1 December of the previous calendar year; and
    - (b) The cumulative value of any property which the Faculty Society wholly or partially owns.
  79. The dollar amount of each Faculty Society's Net Liquid Assets calculated for Semester 2 allocation of Base Funding shall include:
    - (a) The cumulative amount held in all of the Faculty Society's bank accounts as of 1 June of the same calendar year; and
    - (b) The cumulative value of any property which the Faculty Society wholly or partially owns.
  80. Deposits for expenses relating to an annual ball, if held, shall not be included in the bank balance set out in articles 78(a) and 79(a) of this Policy, unless that deposit is redeemable.
  81. The dollar amount of each Faculty Society's Net Liquid Assets as set out in articles 78 and 79 of this Policy shall be divided by the number of EFTSL students for that Faculty Society as set out in article 75 of this Policy to determine the NLA/EFTSL figure of which funding shall be apportioned from.

- (a) Where the NLA/EFTSL figure calculated for a Faculty Society is greater than twenty that Faculty Society shall be ineligible to receive NLA/EFTSL Base Funding.
- 82. The purpose of SC/EFTSL Base Funding is to provide additional support to Faculty Societies which are unable to gain sponsorship from external bodies for reasons outside of their control.
- 83. Modes of external sponsorship which Faculty Societies may receive include:
  - (a) Any financial sponsorship received; and
  - (b) Any in-kind support received including goods or services which the Faculty Society would ordinarily pay for.
- 84. The Sponsorship Capacity of a Faculty Society will be the value which is higher from among the following:
  - (a) The total dollar amount of the Faculty Society's sponsorships at the time of the submission; and
  - (b) 95% of the average dollar amount of the total of the Faculty Society's sponsorships each year over the previous three years.
- 85. The dollar amount of each Faculty Society's Sponsorship Capacity as set out in article 84 of this Policy shall be divided by the number of EFTSL students for that Faculty Society as set out in article 75 of this Policy to determine the SC/EFTSL figure of which funding shall be apportioned from.
  - (a) Where the SC/EFTSL figure calculated for a Faculty Society is greater than twenty that Faculty Society shall be ineligible to receive SC/EFTSL Base Funding.

### **Special Project Grants**

- 86. The purpose of Special Project Grants is to:
  - (a) Encourage Faculty Societies to run pursue new initiatives; improve repeating initiatives, and sustain repeating initiatives;
  - (b) Encourage Faculty Societies to run collaborative initiatives in joint venture with other Affiliated Societies and Guild Departments;

- (c) Ensure that wellbeing, diversity, and equity focused initiatives may be pursued without cost to students, and are accessible to all students;
  - (d) Encourage Faculty Societies to run inclusive, sustainable, collaborative, and engaging initiatives; and
  - (e) Provide additional support to Faculty Societies which receive lower Base Funding than large Faculty Societies per EFTSL.
87. The purpose of Special Project Grants is not to:
- (a) Fund the ordinary operation of Faculty Societies; or
  - (b) Fund any project which is budgeted to make a profit without additional support.
88. Special Project Grants are to be divided into four categories. To be eligible for approval by the Education Council Committee the application must qualify for one or more of the following categories:
- (a) **New Projects.** A completed New Projects Special Project Grant application must demonstrate that the project has not been run by the Faculty Society in the past. Preference will be given to projects which are alcohol-free, focused on education, careers, wellbeing, or diversity, and can be engaged with by a diverse range of students;
  - (b) **Significantly Improved Projects.** A completed Significantly Improved Projects Special Project Grant application must demonstrate that the project's inclusivity or size has been significantly increased, or the project promotes collaboration where it previously has not;
  - (c) **Repeat Projects.** A completed Repeat Projects Special Project Grant application must demonstrate that the project has not previously been funded by a Special Project Grant other than a Repeat Project Grant, and include a plan outlining how the project will be profitably run in the future.
    - i. A project may only receive Special Project Grant funding for a maximum of two years; and
  - (d) **Collaborative Projects.** A completed Collaborative Projects Special Project Grant application must demonstrate genuine collaboration with Affiliated Societies and/ or Guild Departments.

- i. A project may only receive Special Project Grant funding where it has not received other Grant funding from any Sub-Council Committee.
- ii. Where multiple Faculty Societies are parties for a Collaborative Project only one may apply for Special Project Grant funding.

### Relevant Considerations

#### Relevant Considerations

89. The relevant considerations which must be taking into consideration when assessing Grant applications are set out in Tables 2, 3, and 4 of this Policy:

TABLE 2. RELEVANT CONSIDERATIONS FOR ALL GRANTS		
Item	Object of Assessment	To be considered
1	Particular expenses	In addition to other relevant considerations, the relevant Subsidiary Council Committee will also have regard to: <ul style="list-style-type: none"> <li>The nature of the expense;</li> <li>The nature of the event or activity;</li> <li>The nature of the Affiliated Society;</li> <li>Other expenses or events or activities claimed;</li> <li>Whether the Affiliated Society received non-Guild financial or other support;</li> <li>and</li> <li>The extent to which the event or activity promotes the Guild.</li> </ul>
2	Nature of the Affiliated Society	In addition to other relevant considerations, the relevant Subsidiary Council Committee will also have regard to: <ul style="list-style-type: none"> <li>The objects or purpose of the Affiliated Society;</li> <li>The Affiliated Society's attendance at all required meetings and functions;</li> <li>Whether the Affiliated Society allows membership of non-UWA students;</li> <li>The length of time the Affiliated Society has been in operation; and</li> <li>Whether the Affiliated Society meets all of the activity requirements as set out in applicable Guild Policies.</li> </ul>
3	Nature of the event or activity	In addition to other relevant considerations, the relevant Subsidiary Council Committee will also have regard to: <ul style="list-style-type: none"> <li>The purpose of the event or activity;</li> <li>Compliance with Guild Event Management Policy;</li> <li>Whether non-UWA students attended the event or activity;</li> <li>Whether the event or activity was run on campus;</li> <li>Whether the event or activity was running for the first time;</li> <li>Whether the event or activity was run at a profit or loss; and</li> <li>Whether alcohol was supplied at the event.</li> </ul>

**TABLE 3. RELEVANT CONSIDERATIONS FOR SOCIETIES COUNCIL GRANTS**

Item	Object of Assessment	To be considered
<b>Orientation Day Grants</b>		
1	Compliance	In addition to other relevant considerations, the Societies Council Committee will also have regard to – Whether the Societies Council Affiliate was compliant with Orientation Day Terms and Conditions; and Whether the Societies Council Affiliate was compliant with staff instructions during the event.
<b>Special Project Grants</b>		
2	Purpose of Application	In addition to other relevant considerations, the Societies Council Committee will also have regard to – Whether the application endeavours to benefit all Financial Members of the Affiliated Society; and Whether the application would continue to assist in the future operations of the Affiliated Society.

**TABLE 4. RELEVANT CONSIDERATIONS FOR PUBLIC AFFAIRS COUNCIL GRANTS**

Item	Object of Assessment	To be considered
<b>Innovation Grants</b>		
1	Innovation	In addition to other relevant considerations, the Public Affairs Council Committee will also have regard to: Whether or not the event has been run before.
<b>Theme Week Grants</b>		
2	Compliance	In addition to other relevant considerations, the Public Affairs Council Committee will also have regard to: Whether the event or activity occurred/will occur within the dates of the relevant Theme Week; Whether the event or activity aligned/aligns with the aims of the relevant Theme Week; Whether the event or activity was running/will run for the first time; and Whether the advertisement of the event or activity complied/will comply with any requirements set by the Public Affairs Council.

**Concluding**

**Changes to this Policy and the Supremacy of this Policy**

- 90. A Sub-Council Committee or individual Club Executives of no less than 15% of all Affiliated Societies in writing may propose amendments to this Policy to Guild Council.

91. Amendments to this Policy must be approved by the Governance Committee and passed by a simple majority of the Guild Council.
  
92. This Policy replaces all previous Policies governing the administration of Grants to Affiliated Societies. No Grant may be paid to an Affiliated Society without adhering to the processes set out in this Policy.