

Clubs Funding 101

IF EVENT IS IN FUTURE (STANDARD)

1. Make a *Grant Application* (i.e. 'budget request'). The trustees of each club should be able to do this on the system - email sa.admin@anu.edu.au if there are any issues logging on.

- Include details of your event, and list your expected expenditure and income. It is useful if you include .
- If possible, make this at least 2 weeks before the event.

2. Grant amount is calculated by Admin based on *expected* expenditure, attendance, and income. If bigger \$300, it will then be seconded by a member of CC Exec.

- Think of this as a 'budget request' for how much money you will get from us.

3. Once event has occurred, *on the same application*, correct your expenditure/income/attendance and upload invoices/receipts, and submit.

- This is the *acquittal* stage.

4. Admin recalculate the grant amount based on your actual expenditure/income/attendance, and approve if there are no issues (seconded by CC Exec if bigger than \$300).

- Depending on the exact details of the event, this amount may be different to what was approved in step 2.

5. ANUSA Financial Controller processes payments to be transferred to club account. Expect payment to be received within 10 days of final approval/seconding.

IF EVENT HAS ALREADY OCCURRED

1. Make a *Post-Event Grant Application*. The process follows steps 3-5 above.

- Only use this if you were unable to make a grant application before the event. The budget request will allow us to correct any errors you may have made in anticipating what you can get in a grant for us.

If there is an issue with the application (e.g. something missing, conflicting information), the application is **QUERIED**.

- This will appear as a note on the application which will contain details on what needs to be fixed. Notes can be found at the bottom of the application in the timeline.

In order to resolve this, you will need to make the relevant corrections and then press **submit** again on the application.

Make sure you include valid tax invoices/receipts for each item of expenditure. If you are missing this, you will need to fill out a *Statutory Declaration*.

Upon approval, there will be a note on the application that lists the amount approved for, and may contain further information ,

Summary of different grant types

Please note that this does not cover all of the provisions of the Funding Policy (https://docs.google.com/document/d/1VzSrR3LHI8SjFw3IbQMqRiceDod7_ZrNakiZYNjp_2s/edit?usp=sharing). Rather, this is intended as an overview document to provide accessible information on the funding process.

ORDINARY EVENT GRANT

- This funds, as the name suggests, ordinary events.
- Grants are now awarded at a rate of 100% of expenditure, and is limited by attendance and profit.
- The **maximum grant** you can get for an event is **\$11 per ANU student**.
- **Profit is capped at \$200**. Profit is calculated as Income + Potential Grant – Expenditure.
 - E.G. For an event with \$1000 of expenditure and an income of \$950, the maximum possible grant amount is \$250 ($\$250 + \$950 - \$1000 = \200 profit).

CAPITAL EXPENDITURE GRANT

- Essentially you may claim, for **100% reimbursement, capital assets** (i.e. reusable and staying in the possession of the club).
 - The exact phrasing of the Funding Policy is:
 - “purchase of assets, an ongoing service or similar that;*
 - i. Is necessary for a Club’s activities; or*
 - ii. Benefits a majority of club members”*
- This amount is **capped at \$1000** per year, and can be used over multiple requests.
 - Up to \$500 can be processed normally through the funding system.
 - You can apply for a further \$500, but this must be discussed and approved at a meeting of the Clubs Council Executive – you will need to email your planned expenditure with justification to sa.clubs@anu.edu.au so it can be added to the agenda of the next meeting.
- Things to note:
 - The grant does not cover the cost of shipping.
 - Merchandise intended to be sold to students/members of the club can be subsidised, but is generally not fully funded.

TRAVEL GRANT

- I strongly recommend having a read through the travel grant – it has lots of very specific provisions that I will not list here for brevity.
- The grant isn't limited by attendance, and can be used in conjunction with other grants (i.e. ordinary event grant).
- **Travel expenditure is funded at a rate of 50%**, with a few key exceptions.
 - You will need to show that you have looked for the cheapest transportation option (i.e. by providing a few different quotes). If you have chosen a more expensive option, you will need to provide a rationale as to why for the Clubs Council Exec to consider.
- The cost of fuel from car-pooling can be reimbursed at 100%, but you will need to keep and submit a logbook for each car included:
 - Trip start and end time and location.
 - Odometer reading at start and end of journey.
 - Name and student number of each person in each vehicle.
- Accommodation funding is awarded at a rate of 100% expenditure, with a cap of \$10 per ANU student

SPECIAL ANNUAL EVENT GRANT

- This is a grant clubs can only apply for once a year (typically for balls) – the deadline for a budget request for a special annual event grant is 11:59pm on the last day of Term 3.
- Like the Ordinary Event Grant, claimable expenditure is funded a rate of 100%.
 - Funding is **limited by attendance - \$15 per ANU student** and also by the \$200 profit-cap rule (see Ordinary Event Grant)
- Please note that alcohol is not claimable as expenditure, and grant calculations will omit any of these costs
- The maximum grant value is capped at the remaining funds within the applying Club's Funding Limit

DISCRETIONARY GRANTS

- Student Life Discretionary Grant – this is essentially a way for the Clubs Council to use up surplus funds. Any grants of this type will need to be presented to the Clubs Council Executive, who have the discretion to issue funding. Contact sa.clubs@anu.edu.au if you wish to ask for this grant type.
- Liquid Reserve Grant – clubs can apply for up to \$200 for an event, which is granted at the discretion of the Clubs Council. See 2.3 of the Funding Policy for more details.

WHAT DOES A VALID INVOICE/RECEIPT NEED?

- A valid Australian receipt/invoice must contain:
 - The words 'tax invoice'
 - The name of the business
 - An Australian Business Number
 - An itemised list of purchases
 - The date of purchase; and
 - A total price inclusive of GST in \$AUD
- A valid International receipt/invoice must contain:
 - The name of the business
 - An equivalent of an Australian Business Number (if the country has a similar program)
 - An itemised list of purchases
 - The date of purchase; and
 - The amount on the receipts must be expressed in \$AUD
- If not in English, club must provide full translation in their application
- If the invoice doesn't include an ABN (e.g. a photographer or band works at an event but doesn't have an ABN), you can get the supplier to fill out a "Statement by Supplier" form.
- If you are unable to provide satisfactory evidence for a legitimate reason, you may fill out a "Statutory Declaration Form", which can be witnessed by the lawyer or the pharmacist in the pop-up village.