

How to Apply for Grants (Using GAS)

Where to Apply for Grants?

- Head to anusa.com.au → Campus Life → Clubs Funding System and log in to GAS (the portal)
- If you are a trustee of your affiliated society then you should have access to the site
- If your club is not yet reaffiliated, you won't have access to the site, but will be able to put in a retrospective grant application once you are affiliated
- If you can't access GAS please contact sa.admin@anu.edu.au

Once You're in GAS

- It is always better to submit a pre-emptive grant, and this should be done about two weeks before the event!
- If the funding amount per event is reduced by CCE you will still be eligible for the old funding if you submit a prospective grant
- To start this off you can hit 'New Grant Application'
 - If you are filling out a retrospective application hit 'New Post-Event Grant Application'
 - They need to be submitted before the last Sunday of the teaching term the event is held in
- Then start filling out all the boxes as shown (merge good grant here)

Submitting Your Acquittal

- This is needed if you've submitted a prospective application
- You need to complete this after the event
- This is where you need to update the attendance, about how many people actually attended the event
- You also need to provide all tax invoices to prove how much money you spent

How much Money Can I Get?

- See the Funding Factsheet to work out how much money you are eligible for, or if you want check out the funding policy!
- In GAS, this amount will be confirmed by ANUSA Admin Assistants

What do Grants Need?

- Expected attendance
- Itemised expenditure/income (you don't need to include the grants amount)
- Tax receipts or invoices for expenditure or a Statutory Declaration explaining the purchases and why you don't have a tax invoice for them
- The date of the event

What does a Tax Invoice Need?

- To be in English
- Have the name of the business
- Have an Australian Business Number (ABN) – or an international equivalent
- Have an itemised list of purchases
- The total price in Australian Dollars

[What Not to Do](#)

[What to Do](#)

