

SEEF guidelines

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1. Objectives

1.1. The Student Extracurricular Enrichment Fund (“SEEF”) supports and promotes the development of one-off or sustainable extracurricular projects, events, or activities which enhance the student experience by providing benefit to the ANU Student Community, either as distinct recognisable sectors or as a collective, in the following areas:

- 1.1.1. Community;
- 1.1.2. Culture;
- 1.1.3. Environment;
- 1.1.4. Humanitarian;
- 1.1.5. Indigenous;
- 1.1.6. Intellectual;
- 1.1.7. Pastoral;
- 1.1.8. Social;
- 1.1.9. Sporting; or
- 1.1.10. Other areas determined by the Board.

2. Rules

2.1. SEEF is funded out of the Student Services and Amenities Fee (“SSAF”).

2.2. SEEF operates according to these Guidelines and to the SEEF Terms of Reference.

2.3 These guidelines may be amended by resolution of the SEEF Board.

3. Grants

3.1. All Grants are subject to the objectives of SEEF in clause 1.

3.2. There are four categories of Grant:

3.2.1. Individual or Group;

3.2.2. ANU Community Organisation;

3.2.3. Conference Attendance; and.

3.2.4. Conference Organisation.

3.3. Individual or Group grants:

3.3.1. Are for events, projects, or activities, which are organised by an individual or group of individuals.

3.3.2. Are for up to \$2,000 for one individual or up to \$5,000 for a group of individuals.

3.4. ANU Community Organisation grants:

3.4.1. Are for events, projects, or activities, which are organised by or for an ANU student-led community organisation, including, among others:

3.4.1.1. ANUSA-affiliated Clubs or Societies;

3.4.1.2. ANU Sport-affiliated Clubs;

3.4.1.3. ANU theatre groups;

3.4.1.4. Residential Halls, Lodges and Colleges; or

3.4.1.5. Other named collectives of ANU students; but not ANUSA Departments and Collectives.

3.4.1.6. Any organisation which is awarded funds in the SSAF allocation process.

3.4.2. Are for up to \$5,000.

3.5. Conference Attendance grants:

3.5.1. Are for attendance at a conference, competition, or performance by an individual or group of individuals;

3.5.2. Are for up to half of the overall cost of attendance, to a maximum of \$500 per person unless otherwise determined by the Administrator due to financial hardship demonstrated by the Applicant;

3.5.3. May be applied for in conjunction with an Individual or Group grant or an ANU Community Organisation grant; and

3.5.4 The applicant(s) must have explored funding from academic colleges if related to their academic area.

3.6. Conference Organisation grants:

3.6.1. Are for organisation of a conference by an individual, group, or ANU Community organisation;

3.6.2. are for up to \$10,000.

4. Eligibility for Grants

4.1. Applicants:

4.1.1. must be current student(s) of the ANU, including at the completion of the project, event or activity;

4.1.2. must not have any overdue outstanding acquittal for a prior SEEF grant of any kind;

4.1.3. are not permitted to apply for a grant if the project, event or activity allows for academic credit or is part of coursework. However, it may be related to their academic interest or be an extension of work previously carried out in coursework provided the project, event or activity itself is not for academic credit; and

4.1.4. must meet all criteria of the SEEF grant for which they are applying;

4.1.5. must not also receive funding from the Clubs funding pool for the same project, event, or activity, if they are an ANUSA-affiliated club;

4.1.6. must provide equity ticketing where the event being funded is ticketed.

5. Application for Grants

5.1. Grants may be made at any time.

5.2. Funding is only available retrospectively at the discretion of the Board. The Board should consider any mitigating circumstances as to why the applicant(s) were not able to apply prior to the commencement of the project, event or activity.

5.3. Applicants must adhere to the ANU Code of Conduct when communicating with the Administrator. All contact and correspondence shall be in a respectful and constructive manner, free from discrimination or harassment. The Board may, at its absolute discretion, refuse an application because of the conduct of applicants.

5.4. Applications shall be made in a manner and form determined and advertised by the Board.

5.5. It is the Applicant's responsibility to demonstrate that they meet all requirements of any Grant for which they are applying.

5.6. The Panel considers grants on a competitive basis. Applications must demonstrate their value to the ANU community over and above the minimum eligibility requirements. Meeting the requirements does not guarantee funding.

5.7. Unsuccessful applications may be resubmitted.

6. Selection Criteria

6.1. In making their decision, the Board may consider:

6.1.1. contribution made by the Applicant or their project, event, or activity to university life;

6.1.2. degree of financial prudence demonstrated, including from sponsorship, self-funding, or external revenue raising undertaken by the Student(s) / Club;

6.1.3. degree of support from relevant organisations and stakeholders, including residential halls, academic Colleges, student associations, or Clubs for the project, event, or activity;

6.1.4. number of participants taking part in or benefiting from the project, event, or activity;

6.1.5. extent of planning undertaken for the project, event, or activity;

6.1.6. extent to which the project, event, or activity furthers its stated objectives;

6.1.7. extent to which the benefits to the ANU community, either broader or focused, are clearly outlined and described.

6.1.8. amount of funding which the Applicant has received already in any given year and in the history of SEEF, giving priority to new projects, events, or activities and limiting funding for recurrent events, projects, or activities; and

6.1.9. any reasonable consideration the Board deems appropriate for the Objectives of SEEF.

6.3. The decision of the Board is final and cannot be appealed.

6.4. The Board has the discretion to approve applications recommended by the Administrator not conforming to these guidelines provided the project, activity or event furthers the objectives of SEEF.

7. Grant Recipient Obligations

7.1. Where an application for a grant is approved, in part or in full, a letter of offer shall be sent to the applicant

7.2. The SEEF Board may make grants conditional on fulfilment of various obligations and commitments, stated in the letter of offer. Without limitation, these shall typically include:

7.2.1. Reporting;

7.2.2. Use of the SEEF logo in promotional material;

7.2.3. Acquittal.

7.3. Upon receipt of an offer, successful applicants have ten (10) business days to submit their SEEF Acceptance Form.

7.4. Funding must only be used for the project, event or activity outlined in the application form and approved in the offer. Any unspent funds, or funds spent other than in accordance with the approved budget, must be returned to SEEF unless otherwise determined by the Administrator.

7.5. Applications cannot make a surplus. Any surplus, up to the value of the Grant awarded, must be returned to SEEF.

7.6. The Administrator shall provide reasonable advice and informational resources to recipients to assist them to meet obligations.

8. Funding Rules and Prohibitions

8.1. Funds cannot be used as payment:

8.1.1. for alcohol;

8.1.2. for cash or cash like products, including gift cards; and

8.1.3. to students in the form of honoraria or salaries.

8.2. The Administrator may withdraw funding or seek to recover funding from applicants if the project contravenes any ANU policy, the Guidelines, or any agreement made between the Administrator and the Applicant.