

# DUSA BOARD GRANT APPLICATION FORM



## CLUB & CONTACT DETAILS

Club/Society name: \_\_\_\_\_ Campus: \_\_\_\_\_  
Name of Club Executive: \_\_\_\_\_ Date of application: \_\_\_\_\_  
Email: \_\_\_\_\_ Contact number: \_\_\_\_\_

## APPLICATION DETAILS

01. Date of club meeting to discuss this board grant application: \_\_\_\_\_

02. Have you checked your clubs eligibility and your application meets the minimum requirements?  Yes  No

03. What area/s of the Board Grant criteria does your application meet? (Please tick)

- |  |  |
|--|--|
| <input type="checkbox"/> An initiative that has significant value to Deakin students and is beyond the financial means of the club,  | <input type="checkbox"/> Engages Deakin students beyond your Club/Society members,           |
| <input type="checkbox"/> An initiative that engages a large number of Deakin students and is beyond the financial means of the club, | <input type="checkbox"/> Engages students from multiple campuses,                            |
| <input type="checkbox"/> Is held in conjunction with another Club/Society,   | <input type="checkbox"/> Involves a temporary loan for a large deposit (e.g. venue deposit). |

04. Provide a detailed explanation of what the board grant application is funding: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

05. Briefly describe who will benefit from this board grant: \_\_\_\_\_  
\_\_\_\_\_

06. Briefly describe why you think this board grant will be beneficial to these students: \_\_\_\_\_  
\_\_\_\_\_

07. Please attach a breakdown of the Club/Society's budget and include the following (include points 3 and 4 if applicable):

- Total amount club is applying for,
- How much money your club/society will be contributing from your club funds and/or ticket sales,
- Relevant quotes from suppliers, venues, etc (for grant applications in excess of \$1500 at least two quotes must be sourced),
- And any other supporting documentation.

08. Outline how much of your Club Grant funding has been applied for: \_\_\_\_\_  
\_\_\_\_\_

09. If application is for a number of club members to attend a specific event (ie a conference) please show how those members will be selected (e.g. what internal and transparent application process is there and who will make the decisions regarding selection, noting that all club members must be given an equal opportunity): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. If the event has been run in the past please provide an explanation of how the event went in previous years: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SUBMITTING YOUR APPLICATION

Submit your application to your campus Club Support Officer via email or in person.

DUSA Student Council meetings are held monthly and applications can only be considered if received prior to the closing of the Agenda. As a guide applications should be submitted at least six weeks prior to the funds being required. Therefore check with your support officer the dates of the Student Council meetings and submit your applications well in advance. *(All Board Grant applications are subject to approval by your elected DUSA Student Council. Please note if application involves funding for an event a full event package must be submitted. Also note grant money cannot be used for the purchasing of alcohol.)*

## OFFICE ONLY SECTION

Amount in club account: \$ \_\_\_\_\_ Total amount of Club grant money applied for T1 and T2: \$ \_\_\_\_\_

Supporting statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SUPPORTING OFFICER

\_\_\_\_\_  
DATE

## FURTHER INFORMATION

If you any further questions about DUSA Board Grants your best contact is your campus Support Officer:

**Chris Erickson** (Geelong)  
5227 8034  
chris.erickson@deakin.edu.au

**Sophie Elizabeth** (Burwood)  
9244 6952  
sophie.elizabeth@deakin.edu.au

**Justin Robertson** (Warrnambool)  
5563 3051  
justin.robertson@deakin.edu.au