



Overview

The AUSA Grants Program is designed to ensure clubs are resourced and empowered to be at the heart of the student experience, contributing to a vibrant Adelaide University community.

AUSA clubs can access grants of up to \$2,500 in a single application to support their activities or purchases, with a maximum of \$3,500 within a calendar year.

Purpose

The AUSA Grants Program aims to support initiatives that enhance the Adelaide University student experience. Successful initiatives will be those that provide opportunities for students to develop the non-academic (or extra-curricular) student experience through:

- Making the University a fun and interesting place
- Supporting clubs, societies and student-led groups to run events, activities and initiatives
- Supporting innovative club development
- Supporting effective club promotion
- Supporting club executives to develop their skills

Application Types

Applications will be divided into the following categories, with the application requirements being specific to the selected categories:

- **Major Grant** – for AUSA club initiatives or expenses requiring more than \$1000 in funding
- **Minor Grant** – for AUSA club initiatives or expenses requiring less than \$1000 in funding

Eligibility

To be eligible, initiatives must:

- Be student-led
- Not form part of an assessment or requirements of a Adelaide University course or program
- For AUSA Clubs, be able to be covered by AUSA and Adelaide University's insurance
- Be compliant with the SSAF Guidelines (see next page)

Applicant Eligibility

Who Can Apply

Applicants must be AUSA Club Executives who are enrolled part-time or full-time at the time of application.

Who Can Not Apply

- Transnational students and students from other universities
- Alumni or withdrawn students
- Current and former Adelaide University staff (staff who are also students are excepted)
- Current AUSA Board Members
- Current AUSA staff

SSAF Guidelines

Applicants must ensure that at least one of the following Student Service and Amenities Fee (SSAF) Guidelines are relevant to their initiative:

- Providing food and drink on campus
- Supporting sport and recreational activities
- Supporting the administration of clubs
- Promoting student health and welfare
- Providing career and employment advice
- Supporting student debate
- Providing non-academic student spaces
- Supporting artistic activities by students
- Supporting student media
- Developing skills for study
- Providing orientation assistance
- Assisting overseas students with welfare and employment

Application Process

Step 1: Carefully read the funding program guidelines to determine whether you meet the criteria. If you are unsure, contact AUSA staff via email at AUSA.Clubs@Adelaide.edu.au.

Step 2: Applicants need to complete and submit the application form by 11:59 pm on the application due date (page 3).

Applicants will be informed of the outcome within two weeks of the closing date. Successful applicants will be assessed on the following criteria:

- Is the application clear and well justified?
- Will the initiative help to achieve the purpose of the grants program?
 - Will the initiative enhance the non-academic student experience for Adelaide University students?
 - Will the initiative enhance vibrancy in the Adelaide University community?
 - Will the initiative support innovative club development?
 - Will the initiative support effective club promotion?
- How many Adelaide University students will the initiative engage?
- What is the cost of the initiative per student engaged?
- Have other sources of co-funding or fundraising been sourced?

Additionally, the following criteria apply:

- A club will only be eligible to receive up to \$3,500 from multiple grants in a calendar year and a maximum of \$2,500 for a single application.
- Grants are not intended to provide recurring funding for ongoing activities; as a general rule, reoccurring events will be considered a lesser priority for funding.
- Grant applications must include a budget in AUD that balances correctly and includes supporting documentation for all expenses.

Other sources of income being put towards the initiative must be included in the application budget i.e. ticket sales, fundraising. In most cases, the grant panel will expect that funded activities have at least one other source of income.

2026 Timeline

Remember, your initiative must take place after the grant response date to be considered. For example, if the application was submitted in the February grant round, the initiative cannot take place until after the 10th of March.

Grants Timeline 2026				
Round	Month/event	Application Deadline	Response Date	Completion Report Due Date
1	January	30 January	13 February	Within 1 month of completion of the event/purchase
2	Clubs Fair	20 February	Ad hoc	
3	February	27 February	13 March	
4	March	27 March	10 April	
5	April	24 April	8 May	
6	May	29 May	12 June	
7	June	26 June	10 July	
8	July	31 July	14 August	
9	Clubs Fair	TBA	Ad hoc	
10	August	28 August	11 September	
11	September	25 September	11 October	
12	October	30 October	13 November	
13	November	27 November	11 December	
	December	NO DECEMBER GRANTS ROUND		

Successful Grant Applications

Step 1: Successful applicants will receive an email notification from the AUSA Grants panel within two weeks of the grant round application deadline. Notification of success will include a Grants Conditions Agreement form detailing the terms and conditions of the funding provided.

Step 2: Once the agreement has been signed and returned to AUSA, the funding will be paid into the relevant bank account, and the project may commence. Payment will be made in accordance with the terms and conditions of the grant program.

Step 3: Within one month of the project's conclusion, the successful applicant must submit a completion report providing details of the activity, including all receipts and invoices. The report will be assessed, and if there are any remaining funds, they will be returned to the grant pool.

TIP: If the applicant wishes to make changes or adjustments to the project at any time, AUSA must be given notice in advance.

Unsuccessful Grant Applications

All ineligible or unsuccessful applicants will receive notification by email within two weeks of the grant round application deadline. Specific feedback on your application will be available upon request. You may resubmit your application for the next round of grants if desired.

Hints & Tips

- Plan ahead and allow yourself time to get your application in well before the activity is planned to take place. Try to apply at least a month or two in advance to give time for feedback. If it is initially unsuccessful, you may be able to resubmit!
- Think about who is reading the grant application and what they need to know. Think about how your initiative meets the objectives/purpose of this grant program and include this in the application.
- Make sure you clearly articulate how your activity will benefit Adelaide University students, such as talking about how many students are in the club, how many you expect will attend the event etc.
- Never say 'maybe'. Your activity should be well thought-out and well-planned, with all elements articulated in the grant application.
- Make sure you discuss your application well in advance with the AUSA staff. They can provide feedback on your application and project and will provide you with advice, which will increase the likelihood of your application being successful.
- Make sure your budget balances (income = expenses)! The budget should be for the total cost of the activity. If you are putting other club money into the activity, this should also be shown on the budget, not just the money you request from the grant program. If you have other sources of income (i.e. ticket sales or sponsorship money), be sure to include them; it demonstrates good planning, and your application is more likely to be successful.
- Supporting documentation must be provided for every expense listed in your application. This may be a quote from a company or a screenshot from a website where you researched the cost. Any expense without corresponding supporting documentation will not be considered. Please ensure your quotes are in AUD or convert them to AUD from the original currency.

Frequently Asked Questions (FAQs)

Can applications be submitted after the closing date?

No, but grant applications that miss the deadline are encouraged to be submitted in the next round.

Are there items we cannot fund using AUSA Grant money?

AUSA Grant funding may not support the purchase of the following:

- Alcohol
- Facebook or social media advertising
- Tickets to AUSA events or functions
- Pub crawls (including the provision of food, clothing, or entertainment for a pub crawl)
- Raffles
- VISA Gift cards
- Balloons
- Donations or support for political parties, political campaigns, or the election of any persons at any level of government

We also recommend seeking alternatives to single-use plastics, but items included in an application will be assessed based on need in context.

Is there any right to appeal an unsuccessful application?

There is no right to appeal. However, we will provide feedback on your application upon request, which will put you in the strongest position to reapply in a future round. We encourage applicants who are unsuccessful to seek feedback and reapply as appropriate.

Can applications be made for individual activities or pursuits?

The AUSA Grants program is designed to benefit groups of students, not individuals.

Can Adelaide University Staff members apply for a Club Grant?

Only AUSA Club Executives or students are eligible to apply for the AUSA Grants Program. Staff are not to apply on behalf of students or student clubs.

Can regional and external students apply for funding to attend city-based events?

The grants program is not intended to be used solely for transport for students to attend events.

What can be covered under catering?

Applicants can use Grants to assist with the cost of catering at events; however, applicants must be aware that the provision or subsidisation of alcohol for students, staff and guests is not permitted. Requests for funding to cover catering should be accompanied by a quote from a venue/caterer. Alcohol may be at an event where catering is covered by grant funding, but other means of income must be used to cover the cost of alcohol.

Does my initiative have to be held on Adelaide University grounds?

In short, no – however, all applicants are strongly encouraged to investigate suitable locations on campus for their initiative. Preference will usually be given to applications that are being held on campus.

How do I book Adelaide University Facilities?

Please refer to the event booking procedure outlined online here: ausadelaide.com.au/community/clubs-societies/clubsupport/event/

Conditions of Application

1. AUSA will only consider applications from clubs and societies that are compliant with all AUSA club requirements, including completion of AUSA Club registration Agreements, reporting and AGM requirements.
2. Only applications submitted by Current AUSA Club Executives will be considered.
3. Applicants must complete the AUSA Grant application form, hosted on the AUSA website, in full to be considered for funding.
4. Applications must be received by 11:59 pm on the application deadline unless otherwise stated or alternate arrangements have been made.
5. Applications must include a completed budget and supporting documents for all related expenses in their application.
6. AUSA will not accept applications after the due date. Acceptance of revised applications after the deadline will be at the discretion of the Grant Committee.
7. Initiatives must take place after the 'response date' specified for the grant round.
8. Purchases may not occur before the application receives notice of approval. Purchases made before a response date will be ineligible.
9. All applications for initiatives being conducted must ensure that the initiative is insurable under AUSA and/or Adelaide University insurance.
10. Applicants planning initiatives to be held on campus must ensure they comply with Adelaide University policies and procedures.
11. Initiatives must comply with legislation in relation to the spending of the Student Services and Amenities Fee (SSAF) and demonstrate benefit to Adelaide University students.
12. AUSA Grants will not be approved to fund or subsidise:
 - a. Pub crawls
 - b. Provision of alcohol for students, staff or guests of Adelaide University
 - c. Political parties, political campaigns or the election of any persons at any level of government
13. Any conditions notified by AUSA in relation to the application must be complied with for the term of the grant.
14. The applicant is responsible for consulting with AUSA regarding risk management.
15. AUSA Grant funding must not be used for projects of the University or Academic Units.
16. Initiatives must not form part of the assessment or requirements of a Adelaide University course or program.
17. A club may receive a maximum of \$3,500 from the AUSA grant program in a calendar year.
18. Funding will only be provided as a one-off payment and will not be guaranteed for annual or ongoing events.
19. A club may only receive one grant per initiative.
20. Receipt of a AUSA Grant should not result in personal profit for the applicant or any executive of the club. The AUSA Club Grants Program is intended as a non-profit program for the benefit of students should not be used as start-up capital for for-profit ventures

Conditions of Funding

1. Grants will be paid to AUSA club bank accounts only.
2. Funding may not be used to purchase any asset apart from as approved in the application, without AUSA's prior written approval. All assets purchased or created with the funding (including revenue generated) shall be owned by AUSA and must be dealt with in accordance with asset procedures issued by the Association.
3. AUSA owns all material and intellectual property rights developed or created in the course of undertaking the initiative and grants the applicant a license to use such materials solely for the purpose of undertaking the granted activity.
4. Full and accurate records of the conduct of the activity must be kept. This includes progress against any milestones, the receipt and use of funding, the acquisition of assets and the creation of intellectual property rights.
5. Recipients are required to show proof of completion of the initiative within one month of completion by submitting:
 - a. The completion report (online form submission)
 - b. Statement of income and expenditure indicating how funds have been acquitted and amounts of any revenue generated and/or unspent funds
 - c. All receipts and invoices related to the initiative
 - d. Uploading documentation related to assets purchased to the online asset register form
6. Hiring and payment for all necessary equipment/facilities is the responsibility of the applicant.
7. If the grant is deemed not to have been used for the purpose outlined in the application or another purpose approved by AUSA, applicants may be personally liable for the repayment of the full amount of the grant to AUSA.
8. Recipients must provide AUSA staff with written project status updates as requested. Failure to do so may result in the withdrawal of funding.
9. Clubs will not be able to receive another grant if they have an overdue grant competition report.
10. Failure to submit a completion report will result in the return of the grant funds to the grant pool. If the club does not have funds available to cover the return of funds, the applicant may be personally liable.
11. Unspent funding must be returned to the AUSA grant pool. For clubs with AUSA managed bank accounts, this process will be arranged and managed by AUSA. Clubs with independently managed bank accounts will be invoiced for the return of the funds.
12. If the initiative is cancelled at any time, the applicant must advise AUSA, and funding will be withdrawn.
13. The initiative must be carried out in accordance with the application, all relevant laws, and AUSA and Adelaide University policies.