FUSA Development Grants Application Guidelines

OVERVIEW
Flinders University Student Association (FUSA) promotes and advances the rights, interests and welfare of students. One way we do this is by providing grants to help students pursue opportunities that sit outside of the formal curriculum.

FUSA Development Grants can be put towards the cost of participating in an activity that focuses on professional development related to your field of study or that helps develop student leadership at Flinders University.

FUSA Development Grants cannot be used for compulsory costs related to your degree or any activity that receives academic credit – for example, placements.

FUSA Development Grants are not financial hardship grants. If you are experiencing financial hardship you are able to contact the FUSA Financial Counsellor and / or apply for [Financial Support Grants](#).

Any questions?
Please contact: FUSA fusa@flinders.edu.au

DETAILS FOR APPLICANTS
The FUSA Development Grant (called 'grant' or 'grants' below) is awarded in rounds. The dates for each round will be available on the FUSA website. The grant is to financially support a student to undertake an identified activity. Each grant will be no more than $750 in total. If it is a grant for less than $100, the grant will cover 100% of the costs. If the grant is for more than $100, the grant will cover no more than 85% of the costs associated with the activity.

1. Am I eligible?
1.1 You must be a currently enrolled Flinders University student and expect to be enrolled at the time of the funded activity.

1.2 You can seek funding for an activity that matches one of the following criteria:
   a. **Professional development linked to your area of study**. 'Professional Development' means the development of professional knowledge, skills and abilities. You must show a link between your area of study and the activity.

   b. **Personal development linked to student leadership**. 'Personal development' means the development of transferable knowledge, skills and abilities for purposes of self-improvement. You must show a link between your participation in a student community and the activity.

Example 1: A PhD student presenting at a conference might be eligible for support because this relates to their **professional development**.

Example 2: An undergraduate student wanting to complete a short (1 or 2 day) workshop related to their field of study but not part of the curriculum might be eligible for support because this relates to their **professional development**.

Example 3: A student with a disability involved in a campaign for a more accessible campus wants to go to an organising workshop. They might be eligible for support because this relates to **student leadership**.

1.3 Grants cannot be used for:
  a. Activities that count towards completing your degree including field trips and placements.
  b. Degree-related costs or post-study professional registration costs.
  c. Sporting competitions or events.
  d. Political Parties' events or activities.
  e. Costs associated with an exchange program.
  f. General research costs (specific online events/activities may be considered).
  g. Qualifications above Level 2 on the Australian Qualifications Framework (Certificate II).
  h. Any activity that cannot be funded by the [Student Services and Amenities Fee](#).

Example 4: A student applying for a Working with Children Check because it is required for a placement is **not eligible** because it is a degree-related cost.

1.4 On a case-by-case basis, an activity undertaken by a group of students may be funded where undertaking the activity as a group is an appropriate professional development opportunity in that area of study – for example, costs related to an exhibition of visual arts. Please check with FUSA before you apply as a group, as it is likely that there will be different documents required or be an activity outside the scope of the grant.

1.5 You are not eligible to receive more than one grant in a calendar year.

2. How do I apply?
2.1 An application form will be made available online. It will ask you to provide:
  a. a description of the activity for which you are seeking support.
  b. an explanation of how the activity is linked to your professional development linked to your area of study or personal development linked to your student leadership, depending on which criteria the activity matches.

    c. a budget with costings. You might include: invoices, receipts, tickets or quotes for the proposed activity.

    d. supporting documentation relating to the activity. You might include: registration details, confirmation letter, receipt or invoices, training/event outlines.

    e. whether there is alternative funding available and what it is. For postgraduate research students, it is particularly important to also seek funding from alternative sources, such as the College or Office of Graduate Research.

2.2 You must submit your application in full before the deadline for it to be assessed.

3. How is my application assessed?

3.1 Your application will be assessed as part of a round of applications by a panel chosen by FUSA. Grants can be awarded until the pool of funding for the round is exhausted.

3.2 Assessments will be made according to:

    a. how well the activity matches the eligibility criteria

    b. the merit or benefit of the activity to your professional or personal development

    c. the quality of the application (clarity, ability to argue the merits of the activity and its link to professional or personal development, submitting all suggested documentation). Be mindful if you are using ChatGPT. In our experience, ChatGPT generated responses alone lack detail when addressing the merits of the activity and its link to professional or personal development.

    d. Funding available per round

3.3 The panel may choose to prioritise your application if you demonstrate that other students would benefit from the proposed activity.

3.4 Across the total pool of funding distributed, the panel will aim for a fair balance of successful applications based on campus location, areas of study, and proportions of undergraduates and postgraduates. The panel may consider other criteria, including identity or personal status (characteristics that determine a person's legal or social identity), to ensure a representative pool of successful applications.

3.5 FUSA aim to inform you of the assessment outcome no later than two weeks from the close of applications.

3.6 Applicants may receive a lesser amount than requested at the discretion of the panel.

3.7 The panel's decision is final.

4. How do I receive a grant?

4.1 Grants must be spent in accordance with the proposed budget. A **completion report** must be submitted no later than 6 weeks after you complete the activity.

4.2 Grants are paid through the student reimbursement process OR via direct payment of costs. You must complete and return a Student Reimbursement Form within 6 weeks of receiving the form unless through written agreement with FUSA. FUSA may cancel the awarding of the grant if the form has not been submitted within this time.

5. What do I have to report to FUSA?

5.1 If you are successful, you are expected to provide FUSA with a **completion report** of your activity. You are ineligible to receive future grants if you do not. The completion report includes:

    a. A written report.
    b. Completing a Financial Reconciliation Form.
    c. Photographs or other media where possible.
    d. Presentation to students where appropriate (E.g., in a tutorial).

For further details please see the **Completion Report Guidelines.**

5.2 FUSA may use your reports, images or other related material for promotional or reporting purposes.

5.3 If you cannot undertake the activity for which you were awarded the grant, you must let FUSA know as soon as possible. FUSA requires the return of grant money. We may allow the fund to be spent on an alternative development opportunity (at the same level of funding approved or less), but only if you receive written approval from FUSA.

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