

# Funding Checklist

## How to apply for funding for student representation consultations



**PLAN** - Allow at least 3 weeks for the required actions (see below) prior to running the event



**COMMITTEE APPROVAL** - Get approval from your committee chair/secretary to run the event



**APPLY FOR FUNDING** - Complete the Student-Staff Partnerships - Voice - Opportunity Submission Form on the SSP website



**APPLICATION OUTCOME** - SSP will review your submission, notify you of the outcome and will create an advert on StudentHub to collect student registrations. We will send you the link for this



**ADVERTISE & COLLECT REGISTRATIONS** - Advertise the event and circulate the StudentHub link to your student cohort.



**CONTACT STUDENTS** - After reviewing the registrations provided by SSP, contact interested students with full details of the event.



**ORGANISE INCENTIVE** - Contact SSP regarding the number of UQU vouchers needed and the registers for vouchers or catering.



**RUN EVENT** - Participating students need to complete and sign the register that they have received - either a UQU voucher or catering



**RETURN ITEMS TO THE SSP TEAM** - The completed register and any unused vouchers need to be returned to the SSP team within a week of the event.



**REPORT TO COMMITTEE** - Report back to your committee or working group any data or feedback collected.