THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Create change

UQ Student Employability Centre

UQ SPONSORSHIP GRANT GUIDELINES 2018

SUPPORTING CLUBS AND SOCIETIES

Featured:
UQ United Nations Student Association
UQ Sail Club

UQ SPONSORSHIP GRANT GUIDELINES

OVERVIEW

The University of Queensland is committed to supporting student-led activities that enhance the UQ student experience, contribute to the vibrancy of our campuses and provide opportunities for students to further develop their employability.

UQ Sponsorship Grants provide financial support to UQ student groups and associations to assist them with coordinating events, programs and activities which benefit their members and the broader UQ community.

HOW MUCH?

Grant amounts will vary depending on the nature of the event, availability of other funding, anticipated number of students participating in the activity, and previous support provided to the club or society in that calendar year. Each application is considered on a case by case basis. No more than $2000 will be awarded to a club or society in a single calendar year.

ELIGIBILITY

Individuals representing groups must be affiliated with the UQ Union or UQ Sport. Applicants must be currently enrolled at UQ and remain enrolled for the duration of the activity.

Eligible activities include, but are not limited to, the following student-led programs:

- Conferences
- Tutorials and workshops
- Industry networking nights and careers events
- Camps
- Sporting events
- Cultural and global celebrations
- Publications

Funding will not be approved for activities that contravene the student charter or UQ policies and procedures. University staff members are not eligible to apply.

Funding is not available to support individual student registrations for events or activities. For further information about support available to individuals, please read more about UQ Employability Grants via employability.uq.edu.au/financial-support/uq-employability-grant

APPLICATION DUE DATES

Grants will be awarded five times during the year. No late applications will be considered. Due dates for applications are by 11:59pm on the following dates each year:

- 30 January | for activities commencing March-June
- 30 March | for activities commencing May-July
- 30 May | for activities commencing July-September
- 30 July | for activities commencing September-November
- 30 September, | for activities commencing November-February (Summer Semester)

A grant cannot be awarded retrospectively.

SELECTION CRITERIA AND ASSESSMENT

UQ Sponsorship Grant applications will be considered by a selection panel whose decision is final.

The selection panel will consider:
- The extent to which the proposed activity benefits a broad range of UQ students and contributes to the wider UQ student experience;
- Whether support has already been provided by the UQ Union, other UQ departments or corporate sponsors; and
- The alignment with UQ Sponsorship Grant objectives, where preference will be given to activities that have an academic, employability, research or international focus, as support for social events is in many cases already provided by the UQ Union.

HOW TO APPLY

- Applicants must complete the online UQ Sponsorship Grant Application form located at: https://employability.uq.edu.au/financial-support/uq-sponsorship-grant
- Once the application has been received, additional information may be requested by the selection committee
- The applicant/s will be notified in writing of the decision within four weeks of closing date of the application round.
- The grant will be paid via direct deposit or funds transfer.

CONDITIONS

All applications must be submitted by the due date. No late applications will be accepted.

Grant applications without requested supporting documentation will not be accepted.

Funding must not be used for prizes, gifts or donation to charity.

If an event or activity makes a profit, grant funding will be required to be repaid to the UQ Student Employability Centre.

Funding will not be allocated retrospectively.

Permissions must be sought from the executive committee of the club/society submitting the application.

Applications may be submitted for activities co-organised by multiple clubs, however only one joint application will be accepted per activity.

The University of Queensland reserves the right to deny funding, rescind funding, and/or to recover costs from applicants if the activity/event is not attended or convened.

Grant recipients must acknowledge the support provided by the University in any promotional materials or event programs.

Information and/or images from the project, activity or event may be included on university promotional materials. Recipients must complete an online report on the outcome of the project, activity or event. The report must be submitted within four weeks of completion. The report will include programs or marketing materials, high-resolution photos of the event, a financial statement showing how funds were spent and a general report outlining the success or otherwise of the venture. Failure to submit a report promptly may result in a requirement to repay the allocated funding.

QUESTIONS

Please contact the UQ Student Employability Centre, Student Engagement Team on 3346 0626 or employability@uq.edu.au