



UNISA SPORT

2018 Grants Guide

UNISA SPORT



University of
South Australia

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1. Introduction

The UniSA Sport Grants program aims to support initiatives that will enhance the delivery and accessibility of sport and recreation at UniSA.

Sport and recreation activities are beneficial for students' physical, social and psychological wellbeing. UniSA Sport provides a number of grants for clubs and students to compete in their chosen sport at a desired level, thus encouraging greater participation and relief from financial pressures that often create barriers.

There are several ways in which these grant programs aim to achieve these goals:

- Supporting students to compete as amateur athletes in National teams and events,
- Supporting clubs that provide opportunities for students to participate in sport and recreation,
- Supporting clubs to promote themselves to UniSA Students and recruit new members,
- Supporting elite student athletes to participate in Australian University Sport sanctioned events and World University Games/Championships.

Grants are provided as a one off payment and will not be awarded retrospectively. UniSA Sport Grants will be open throughout the year with applications for most categories assessed at the end of each month other than the Club Grant and UniSport Nationals Grant which is only assessed twice per year. Please find further information under the Important Dates heading for 2018 assessment dates.

Please note that only current UniSA students and staff can access the online UniSA Sport grants application forms.

2. Grant Categories

There are several different categories of UniSA Sport Grants targeted at both clubs and students. The maximum amounts available vary by grant category with a detailed description of both club and individual grants below:

Club Grants

UniSA Sport Club Operational Grants – Equipment, Coaching and Uniforms

The UniSA Sport Club Operational Grant provides affiliated UniSA Sport Clubs with between \$500 and \$5000 funding to assist with the purchase of equipment, competition uniforms and funding for coaching and coach education. Applications must be forward looking rather than retrospective; require a range of supporting documentation; and close twice per year in line with winter and summer sporting seasons. A club can only receive one club operational grant per year.

Maximum Grant Amount: **\$5,000**

Click the link to go to the [UniSA Sport Club Operational Grants Online Application Form](#)

UniSA Sport Club Promotional Grants – Marketing, Promotional Material and Events

The UniSA Sport Club Promotional Grant consists of a club marketing and club event component and is available to affiliated and endorsed UniSA Sport Clubs providing up to \$300 in funding. The grant aims to assist clubs with the development and production of promotional material e.g. banners, flyers, flags etc. while applications can also be submitted to fund club promotional events to be held on campus that are aimed at recruiting additional UniSA student club members. Applications for promotional grants close on the last Friday of each month and a club can only receive one club promotional grant per year.

Maximum Grant Amount: **\$300**

Click the link to go to the [UniSA Sport Club Promotional Grant](#)

Please note:

Recipients of a Club Grant are expected to provide club representatives to attend the annual UniSA Sport Awards night held in November each year. Clubs are also encouraged to nominate their club or individuals for the various awards.

Recipients of an Individual Grant are expected to attend the annual UniSA Sport Awards night held in November each year and are encouraged to nominate for Female/Male Athlete of the Year.

Nominations for all awards open in October.

2. Grant Categories

Individual Grants

Australian UniSport Nationals Elite Athlete Grant

UniSA Sport supports students who are currently representing their sport in a state and/or national team to attend the Nationals Div 1 (23-27 September) or Nationals Div 2 (1-5 July) in their respective sport. The aim of this program is to help offset any costs associated with travelling and competing at the UniSport Nationals which may be restricting elite athlete participation. Students must be registered under the University's Elite Athletes Program in order to be eligible. Athletes are required to contact UniSA Sport to discuss eligibility prior to submitting an application. Applications must be submitted by the relevant closing date with a limited funding pool available.

Maximum Grant Amount: **\$1000 per calendar year (incl. 12 month unlimited gym & pool membership and \$650 cash)**

Click here to apply for an [Australian UniSport Nationals Elite Athlete Grant](#)

Amateur Sports Grant

UniSA Sport contributes financial support towards Elite Student Athletes who have been selected to compete at the highest levels of amateur sport, in a national team or representing Australia individually, participating in a genuine World Championship or International Event. Funding of up to \$1000 may be provided to assist with any travel, uniform, accommodation or participation costs associated with attending the event that the athlete incurs directly which are not covered by the national sporting body or other avenues. Students must be registered under the University's Elite Athletes Program in order to be eligible. Applications close on the last Friday of each month with a limited funding pool available for the year.

Maximum Grant amount: **\$1000 per calendar year.**

Click here to apply for an [Amateur Sports Grant](#)

World University Games/Championships Grant

UniSA Sport provides funding towards expenses incurred by students representing UniSA at the summer or winter World University Games or Championship events. Expenses must be for those incurred directly by the student which are not covered by Australian University Sport, the national sporting body or other avenues and may include flights, accommodation, uniform costs etc. Funding is available up to a maximum of \$1,000. Applications close on the last Friday of each month with a limited funding pool available for the year.

Maximum Grant amount: **\$1000 per calendar year.**

Click here to apply for the [World University Games Grant](#)

3. Important Dates & Eligibility

Closing dates for grants are dependent on the grant type. Most grants are assessed on a monthly basis however the UniSA Sport Club Operational Grant and the UniSport Nationals grants are only open twice per year. Please refer to the relevant information below for further details:

Monthly assessment:

The following grants will be assessed monthly and applications must be submitted by **5:00pm on the last Friday of each month.**

- UniSA Sport Club Promotional Grant
- Amateur Sports Grant
- World University Games/Championships Grant

Biannual assessment:

The UniSA Sport Club Operational Grant program will only open twice yearly. Please refer to the details below for 2018 dates. This process is designed to ensure clubs are proactively considering projects, equipment and uniform needs and coach requirements rather than applying for retrospective funding which will not be supported.

	Grant	Date
Round 1	UniSA Sport Club Operational Grant Program applications close	5.00pm Fri 27 April
	Applicants notified	Mon 14 May
Round 2	UniSA Sport Club Operational Grant Program applications close	5.00pm Fri 12 October
	Applicants notified	Mon 29 October

The Australian Unisport Nationals Elite Athlete Grant program will open twice yearly; prior to the 2018 Nationals Div 1 and 2 events.

	Grant	Date
Round 1	Australian UniSport National Div 2 applications close	5.00pm Fri 25 May
	Applicants notified	Monday 4 June
Round 2	Australian UniSport Nationals Div 1 applications close	5.00pm Fri 17 August
	Applicants notified	Mon 27 August

4. How to Apply

Eligibility:

In order to be eligible:

- Individuals must be a currently enrolled student at UniSA and member of UniSA Sport.
- Clubs must be affiliated with UniSA Sport and be up to date with all UniSA Sport Club Membership requirements.
- Initiatives must be able to be covered by UniSA's insurance.
- Applications must be submitted by a currently enrolled student or staff member of UniSA.
- Applications must align to the purpose of the grant being applied for.
- Applicants must attend one of the Grant Information sessions prior to submitting the grant application (UniSA Sport Club Operational Grant only).

If you are unsure about your eligibility, contact the UniSA Sport Office on (08) 8302 0661.

Applicants are encouraged to carefully read the funding program guide to determine whether they meet the criteria. If you are unsure, contact the UniSA Sport team on (08) 8302 0661 for further clarification. Once you have reviewed the guide and determined what grant you wish to apply for, complete the relevant online application form in full and attach relevant supporting documents by the closing time and date. Late applications may not be accepted and any applications that are incomplete may not be assessed.

UniSA Sport Club Operational Grants:

All club grant applications must include a current list of members with UniSA students, staff, alumni and community members clearly identified and clubs must be up to date with all UniSA Sport Club Membership Policy requirements. Additional supporting documentation should be submitted as follows.

- If you are applying for uniforms you should attach:
 - At least one quote (S-Trend is UniSA Sports preferred uniform supplier)
 - Committee minutes showing approval of the purchase of new uniforms
 - Copy of the uniform artwork for formal approval ensuring it aligns to the [UniSA Sport Uniform and Branding Guidelines](#)

- If you are applying for coach payment or training support you should attach:
 - Committee minutes showing approval for the payment or financial support of the coaches
 - A copy of the coaching qualifications of the coaches if applying for coach payment
 - If applying for funding to support coach education, details of the coach accreditation course (dates, location, cost etc.)

If you are successful in your grant application for coach funding, a coaching contract between the club and coach will be required to be submitted to UniSA Sport prior to payment. An example template is [available here](#).

- If you are applying for equipment you should attach:
 - At least one quote
 - Committee minutes showing approval of the purchase of new equipment
 - An asset register showing current equipment possessed by the club.

4. How to Apply

UniSA Sport Club Promotional Grants:

All club promotional grant applications must include a current list of members with UniSA students, staff, alumni and community members clearly identified and clubs must be up to date with all UniSA Sport Club Membership Policy requirements. In addition to the event/project description the following additional support documentation is also requested during the application process depending on the project/event type:

- Marketing Material:
 - A copy of any promotional material artwork for formal approval ensuring it aligns to the [UniSA Sport Uniform and Branding Guidelines](#)
 - A brief overview of the products being produced, production/print quotes and anticipate usage
- Event:
 - A budget outlining anticipated event costs

Individual Grants:

Individual students applying for funding should contact UniSA Sport to discuss eligibility prior to submitting an application. Following this, if eligible to submit an application, students will need to provide the following supporting documentation:

- ***Amateur Sports Grant and World University Games/Championships Grant***
 - A letter of support from the National Sporting Organisation detailing your selection
 - Evidence of the cost (airfares, accommodation, entry fees, uniforms etc.) to attend the event
- ***Australian UniSport Nationals Elite Athlete Grants***
 - Confirmation from the UniSA Sport Nationals Team Manager for the relevant sport of your selection
 - Evidence of your registration under the University's Elite Athlete Program
 - Submission of flight costs and event registration (to be provided separately once application is accepted and Nationals registration has opened).

5. Assessment of Applications

Grant Assessment:

Grants received by the due date will be assessed by a panel against the guidelines and conditions of the grants program. All relevant documentation must be attached to the application form.

For Club grants, attendance at Campus Fair, UniSA Sport Club Delegate meetings, Club Conference & Club Workshops will also be taken into consideration when assessing the grant application.

Successful Applicants:

Successful applicants (Grantees) will receive email notification from the UniSA Sport team. You will then be sent a Payment Conditions document detailing the terms and conditions of the funding provided.

Once the agreement has been signed and returned to the UniSA Sport team you can commence your initiative.

Payment will be made in accordance with the terms and conditions outlined in the [Payment Conditions](#).

All Grantees will be required to:

- Provide UniSA Sport with an invoice for the grant amount and statement by supplier form if the club does not have an ABN;
- Use the funding allocated only for the project as detailed in the Grant Application and in accordance with the Payment Conditions;
- Maintain accounting records in accordance with the generally accepted accounting principles which comply with the relevant laws in force in South Australia;
- Appropriately acknowledge UniSA Sport as a funding source for the project (logos will be supplied upon request);
- Comply with the reporting and acquittal requirements of the Payment Conditions. Failure to comply may result in future payments being suppressed and/or the organiser being made personally responsible for the repayment of the funding.

Unsuccessful Applicants:

All ineligible or unsuccessful applicants will receive written notification at the same time as successful applicants. Specific feedback on your application will be available upon request. You may resubmit your application for the next round of grants if desired.

6. GST, Insurance & Legal

Consideration must be given to GST implications on payments and receipts in relation to the initiative. For GST related enquiries please contact [UniSA Finance](#) (8302 1922).

The initiative must be an insurable initiative under [UniSA Insurance](#) (8302 1678). Any conditions notified by the Insurance Office in relation to the application must be complied with for the term of the grant.

Any agreements with external third parties in relation to co-contribution or sponsorship of an initiative must be approved by [UniSA Legal Services](#) (8302 0175) before execution. UniSA owns all material and intellectual property rights developed or created in the course of undertaking the initiative and grants the Applicant a licence to use such materials solely for the purpose of undertaking the grant. The initiative must be carried out in accordance with the Application, all relevant laws and UniSA policies.

7. Frequently Asked Questions

Can applications be submitted after the closing date?

Applications for exceptional initiatives submitted after the closing date for each assessment period will not be considered without the approval of the Manager: UniSA Sport. Applications submitted after the closing date will automatically be carried over to the next assessment period, unless otherwise notified by the applicant.

Is there any right to appeal an unsuccessful application?

Applicants may seek feedback on their unsuccessful application and in exceptional circumstances, the application may be reconsidered for approval.

Can grants support Pub Crawls?

For liability reasons, UniSA Sport Grants cannot be used to support any aspect of pub crawls, including the provision of food, clothing or entertainment.

What can be covered under catering? Can alcohol be included?

Applicants can use UniSA Sport Promotional Grants to assist with the cost of catering, 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.

Does my initiative have to be held on UniSA grounds?

In short, no – however all applications for promotional events under the UniSA Sport Promotional Grants program are strongly encouraged to investigate suitable locations on campus for their initiative. Indeed, preference will usually be given to applications that are being held on campus. Potential venues that may be available at little or no cost to staff and students include:

- Bradley Forum and Pridham Hall (City West)
- Brookman Hall (City East)
- Sports Centres (Magill and Mawson Lakes)
- Lecture theatres and outdoor areas (all campuses)

How do I book UniSA Facilities?

Please complete a [FM-112 form](#) and forward the form to UniSA Sport. Once approved the form will then be forward to FM Assist. FM Assist will then confirm availability of the facility being booked.

Will I receive feedback on my application?

Due to the large number of applications submitted it is not possible for the UniSA Sport team to provide feedback for all applications. However staff will certainly attempt to provide feedback on applications upon request.

8. Contact Us

For further information please contact the UniSA Sport team:

Phone: 08 8302 0661

Email: unisasport@unisa.edu.au

Web: www.unisasport.edu.au