

Curtin Student Guild

Club Sponsorship Policy

(Grants, Vouchers and Function Packs)

Category: Governance

Preamble

The Guild provides sponsorship to clubs via grants, membership vouchers and Function Packs. This policy covers how clubs can access sponsorship and how applications are processed.

1 Club Grants

1.1 Overview

Club Grants are direct funding allocations designed to fund or subsidise projects, events, and programs that are **significant, impactful, visible** and/or **unique**.

Club Grants are not available for use on minor or incidental costs, nor is there a guaranteed annual allocation of funds available to every club.

To be considered for a grant, a club must demonstrate a specific need for the grant, and outline the objectives and outcomes that will be met should the grant be awarded. The onus is on the club to make a strong case for why their grant application is a worthy use of club grant funds. Attaining a grant from the Guild is a competitive and merit-based process, and amounts allocated are dependent on how well grant objectives are met. Grant applications may be submitted prior to or within 2 months after expenditure.

1.2 Minimum Requirements

- Only available to clubs currently registered with the Curtin Student Guild
- Minimum amount to be requested is \$100 per application.
- Funding for Club Grants is limited and applications cannot be accepted once the annual funding allocation has been exhausted. The Guild recommends clubs submit applications as early as possible to avoid disappointment.
- Grants must be of benefit to the wider club membership base, and the benefits must align with the club's core objectives.
- In applying for the grant, the club must clearly demonstrate benefits – i.e. viability of the event, or significant enhancement or improvement of the quality or accessibility of the event/project/etc. (e.g. funding will enable the club to significantly reduce ticket price, book better AV equipment, etc.)
- Any equipment requested must be regularly accessible by the majority of the club's members.
- Evidence required for grants is:
 - For grant requests submitted prior to expenditure - evidenced with formal quotes, invoices, or other evidence of actual costs with intended supplier/s.
 - For grant requests submitted within 2 months after expenditure - evidenced with receipts.

1.3 Ineligible Grant Expenditure Requests

- Events, campaigns, and promotional items related to political parties
- Any costs associated with off-campus activities or events except where it can be demonstrated that the activity / event cannot be held on campus.
- Conference registration fees, accommodation, travel expenses, camps or retreats.

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- Gifts for presenters or guests (this does not include formal presenter fees / contracts)
- Alcohol
- Excessive catering expenses - clubs are not permitted to apply for more than two (2) instances of catering using Club Grants, per year. The Club Grant is intended to fund significant or unique events/projects and repeated provision of food at multiple small events does not meet these requirements. The Guild also provides alternate forms of sponsorship that provide catering options for clubs (see section 2).

Please note that clubs are welcome to self-fund the aforementioned expenses, should they deem them important or necessary to the club's objectives.

1.4 Other Requirements

- Grants must be spent in accordance with the club's application and any conditions imposed by the Guild.
- Clubs must promptly notify the Guild if a grant is not able to be spent, and/or acquit funds in accordance with the Grant conditions/requirements
- Upon request, Grants must be returned to the Guild, in full or in part, if they have not been spent in accordance with the Grant conditions/requirements.
- Timeframes to acquit grant expenditure are in Section 1.8.
- Unless the Guild has granted an extension in writing, grant funding must be returned if not acquitted in the required timeframe.
- Purchase of any item of equipment valued at \$2000 or more qualifies as a significant asset purchase. All significant assets purchased with Guild grant funding will be recorded on the Guild's central club database, and must also be recorded on the club's own asset registry.

1.5 Communications and Forms

- Communication to clubs (including forms) regarding grants will emphasise that:
 - grants are assessed and awarded based on the demonstrated merit of the application, as well as the available grant funds at the time of application.
 - the Guild may elect to not reimburse significant asset purchases until the item has been purchased and is in the club's possession.

1.6 Application Process

- Club to submit an online application form containing their overall grant proposal (with rationale/case for consideration), objectives, itemised list of expenses, itemised evidence of expenditure (i.e. quotes, price lists / online shop screenshots, or invoices/receipts), current membership lists, and draft promotional material (if for an event).
- If the expenditure has already occurred, the grant acquittal part of the form must be completed at the time of application and receipts attached. For assets, photographs must be attached.

1.7 Approval Process

- Staff to decline applications that do not:
 - Align with club objectives,
 - Meet Guild requirements for grants.

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- Provided that an application is not declined in the prior step, staff to assess and award applications based on:
 - Available grant funds,
 - Prior grant requests made in same year, and
 - Benefits of grant expenditure. Benefits include:
 - Significant number of Curtin students, or large percentage of club members to benefit from event / project / equipment
 - Event or project is accessible (consider entry price, location, equity, age restrictions, etc.)
 - Event or project is targeted primarily at Curtin students (consider ratio of Curtin students to benefit compared to others)
 - Grant is financially necessary for the event or project's execution; or provides significant additional benefit to event/project
 - Event or project is highly visible and/or will be promoted and marketed strongly
 - Proposed event or project will take place on-campus
 - Event or funding proposal is unique and/or innovative
 - Proposal will improve club finances and/or resources for future events and/or projects ("capacity building")
 - Guild services have been used if/where possible and/or practical
 - Event, project or initiative portrays the club and the Guild in a favourable light
 - Event / project / initiative promotes active uptake of new members
- Final outcomes are:
 - Approve in full,
 - Approve in part (ie reduced funding or reduced scope – with explanation provided), or
 - Decline (with explanation provided)
- Activities Vice President to be advised of grant outcomes on a regular basis.
- Staff to communicate outcomes and next steps directly to each club via email. Next steps are:

	Expenditure has occurred	Expenditure has not yet occurred
Non-Asset Expenditure	<ul style="list-style-type: none"> • Payment transfer to Club bank account. 	<ul style="list-style-type: none"> • Payment transfer to Club bank account. • Club advised to retain all purchase receipts for acquittal via a Grant Acquittal form.
Asset Expenditure	<ul style="list-style-type: none"> • Payment transfer to Club bank account. • For equipment valued over \$2000: <ul style="list-style-type: none"> ○ club advised that the asset must be recorded on the club's own asset registry. ○ Asset is recorded on the Guild's central club database. 	<ul style="list-style-type: none"> • Payment transfer to Club bank account. • Club advised to retain all purchase receipts for acquittal via a Grant Acquittal form. • For equipment valued over \$2000: <ul style="list-style-type: none"> ○ club advised that the asset must be recorded on the club's own asset registry. ○ Asset is recorded on the Guild's central club database (on receipt of Grant Acquittal Form).

1.8 Grant Acquittal

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- Unless an extension is granted by the Guild in writing, Grant Acquittals must be submitted for all grants via the online grant acquittal form before the latter of:
 - the end of the semester in which the grant was initially sought,
 - 4 weeks after the planned date of expenditure (in the application), and
 - 4 weeks after receipt of funds.
- The grant acquittal must provide all requested information and will include:
 - Attendance list (for events)
 - Photos
 - Receipts
 - Written evaluation
- Failure to properly acquit a grant(s) within the required timeframes will result in that club's access to further grants in that year, or the following year, being removed. Additional remedial action may apply.

2 Function Packs

2.1 Overview

All registered clubs also have access to internally provided Function Packs. Current packs include:

- BBQ Pack
- Tav Packs, and
- Kirribilli Catering Packs.

Detailed inclusions and requirements for each pack are outlined within the relevant application forms on the Guild website.

These packs are provided to clubs at no cost via either Kirribilli Catering or the Tav (both Guild-owned). The packs are awarded on the basis that one or more of the following objectives are met through their use:

- To raise awareness of the club,
- To promote a specific upcoming project or event run by the club,
- To attract members to the club,
- To raise revenue for the club,
- To provide catering to enhance an existing club event,
- To provide an additional social event for their members.

Each registered club is given points each year which can be spent on function packs (currently 700 points, with each point worth around one dollar).

2.2 Minimum Requirements

- Only available to clubs currently registered with the Curtin Student Guild.
- Only available for on-campus events.
- Only available at specified times / days (refer to online pack application forms for details).
- Pack-specific additional terms & conditions apply - outlined on relevant application forms.
- Fixed total annual funding allocation exists for function packs each year (across all clubs). Unfortunately, no further applications can be accepted once this allocation has been

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exhausted. The Guild recommends clubs submit applications as early as possible to avoid disappointment.

2.3 BBQ Packs

The Club BBQ Pack provides an opportunity for clubs to run a BBQ at no cost to the club. It includes all food, equipment and utensils, with food supplied via Kirribilli Catering (Guild-owned). Clubs are welcome to charge for each serving if they wish to do so, which in turn raises funds for the club.

The process is:

- Clubs submit booking via the online booking form on the Guild website at least two weeks prior to BBQ date. Staff check that club is registered and that they have sufficient points available.
- If both the above checks are successful, staff confirms booking with club (if date is free).
- Staff forwards booking to Kirribilli Catering via email to order ingredients.
- Kirribilli confirms booking via email and issues a confirmation slip.
- Club visits Reception on day of BBQ. Must leave student ID card and \$50 as a security bond, both of which are returned if everything is returned clean and intact. Club then picks up equipment, confirmation slip, and BBQ Guide. Club takes confirmation slip to Central Café to pick up ingredients, and the club commences their BBQ.

2.4 Kirribilli Catering Packs

These Kirribilli Catering grab and go packs can be used at a club event on campus (other than the Tav). Available Kirribilli Catering Packs are outlined on the Guild Website and within the application form

The process is:

- Clubs submit an online application form via the Guild Website at least two weeks prior to event date. Staff review the application and, subject to sufficient points being available, book the pack directly with Kirribilli Catering on the club's behalf.
- Once the booking is confirmed by Kirribilli, the club is sent email confirmation of their booking, and instructions regarding pick-up on the day.

2.5 Tav Packs

Tav Packs are for hosting a club event in the Tav. Available Tav Packs (which do not include alcohol) are outlined on the Guild Website and within the application form.

The process is:

- Clubs submit an online application form via the Guild Website at least two weeks prior to event date. Staff review the application and, subject to sufficient points being available, book the pack directly with either the Tav, on the club's behalf.
- Once the booking is confirmed by the Tav, the club is sent email confirmation of their booking, and instructions regarding pick-up / access on the day.

3 Club Vouchers

3.1 Overview

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The Guild provides club vouchers which are distributed free to students each year. Each voucher entitles a student to a membership fee discount when joining the club (or clubs) of their choice. Currently these vouchers are paper vouchers which are included with the annual Guild diary or planner, provided at Semester 1 and 2 orientations.

Clubs retain these vouchers and return them to the Guild for a full reimbursement of the value of all vouchers they return (currently \$5 per voucher).

The rationale behind the Club Voucher initiative is as follows:

- It encourages students to discover, explore, and ideally *join* clubs;
- It provides the means and access for more students to join clubs, by discounting the membership fee (in many cases, making membership free);
- It financially rewards clubs who run successful and active membership recruitment campaigns;
- It showcases and promotes the link between the Guild and clubs. The inclusion of club vouchers as an exclusive Guild membership perk actively demonstrates that clubs are directly supported by the Guild.

3.2 Minimum Requirements

- Only available to clubs currently registered with the Curtin Student Guild.
- Returned vouchers must be completed in full. Must include name of the nominated club, and the student's ID number.
- Vouchers will have an expiry date published on the voucher itself or in accompanying communications.
- Fixed total annual funding allocation exists for club vouchers each year (across all clubs). Unfortunately, no further vouchers can be reimbursed once this allocation has been exhausted. The Guild recommends clubs submit vouchers as early as possible to avoid disappointment

3.3 Procedure

- For physical / printed vouchers: club to collate vouchers and submit *original physical copies*, in person, to Guild Reception. Vouchers to be placed in an envelope alongside a voucher lodgement form, containing the club's full name, the date, and the number of vouchers inside.
- Staff to count vouchers and organise payment (\$5 per voucher) directly to club bank account based on information in the most recent registration or renewal for that club.
- Any error in the bank details provided by the club, or any change in bank details not communicated to the Guild prior will result in loss of reimbursement should the Guild be unable to recover misdirected funds.

4 Related Documents

Club Charter

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Policy Manager	Manager, Student Experience
Contact	Manager, Student Experience
Approval Authority	Executive Committee
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REVISION HISTORY

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