



UniSA SPORT

2020 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 and 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 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 University Sport Australia sanctioned events and World University Games/Championships
- Supporting elite student athletes to compete in Local, State & National teams and events

Please note:

Recipients of a Club Grant are expected to provide club representatives to attend the annual UniSA Sport Awards night held in December 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 December each year and are encouraged to nominate for Female/Male Athlete of the Year and Blues/Half Blue Awards.

Nominations for all awards open in October.

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:

UNISA SPORT CLUB GRANTS

Club Grants are provided as a one-off payment and will not be awarded retrospectively.

The UniSA Sport Club Promotional Grant will be assessed at the end of each month and the Club Operational Grant will be assessed twice per year. Please find further information under the Important Dates heading for 2020 assessment dates.

UniSA Sport Club Operational Grants – Equipment, Coaching and Uniforms

The UniSA Sport Club Operational Grant provides affiliated UniSA Sport Clubs with up to \$1000 funding to assist with the purchase of equipment, competition uniforms, 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: \$2,000

Click [here](#) to go to the UniSA Sport Operational Grant 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. 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 [here](#) to go to the UniSA Sport Club Promotional Grant application form.

INDIVIDUAL GRANTS

UniSA individual athlete grants for elite athletes will be awarded retrospectively and will be open at multiple stages throughout the year.

UniSA Elite Athlete & Performer Travel Grant

This grant provides financial assistance to students registered on the UniSA Elite Athletes and Performer program (EAPP), supporting attendance at state, national and international sporting events. The aim of this grant is to help offset some of the costs associated with travelling and competing at events; covering flights, accommodation, registration fees and uniform.

The EAPP Travel Grant includes support for students who are registered with the EAPP and wish to attend the UniSport Nationals (26 Sept-2 Oct) or National stand-alone competitions played throughout the year in their respective sport. In addition to financial support, grant recipients attending the UniSport Nationals only will include a 12month full access membership, providing access to UniSA Sport gyms, pools and fitness classes across UniSA campuses.

Applications for this grant must be made in the application opening period post-competition. A limited funding pool is available and a student can only receive one EAPP Travel Grant/year.

Applications can be made through myScholarships (via logging on to myUniSA student portal).

Maximum Grant Amount:

- International up to \$2,500 per person**
- National up to \$1,500 per person**
- State up to \$1,000 per person**
- UniSport Nationals up to \$1,000 per person & 12 mth Full Access membership**

Click [here](#) to apply for a UniSA Elite Athlete & Performer Travel Grant

Elite Athlete Study Grant

This grant provides financial assistance to students registered on the UniSA Elite Athletes and Performers program. Whilst low socio-economic status is the primary criterion for the Elite Athlete Study Grant, applications will be weighted according to other equity indicators, including:

- First in family to study higher education
- Identify as Aboriginal
- Living in a regional area within the last 4 years

Applications are accessed through myScholarships (via logging on to myUniSA student portal). A limited funding pool is available and a student can only receive one study grant per year.

Maximum Grant amount: **\$2000 per calendar year (pro-rata payment for part time students)**

Click [here](#) to apply for an Elite Athlete Study Grant

3. Important Dates & Eligibility

UNISA SPORT CLUB GRANTS

Closing dates for UniSA Sport club grants are dependent on the grant type. 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

Biannual assessment:

The UniSA Sport Club Operational Grant program will only open twice yearly. Please refer to the details below for 2020 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 24 April
	Applicants notified by	Mon 11 May
Round 2	UniSA Sport Club Operational Grant Program applications close	5.00pm Fri 9 October
	Applicants notified by	Mon 26 October

INDIVIDUAL GRANTS

The UniSA EAPP Travel Grant will be open for applications multiple times throughout 2020. Applicants may apply for the grant for a competition that took place in the months immediately preceding the application opening round.

Round	Opening Date	Closing Date	Competition Period
1	16 March 2020	31 March 2020	1 January – 15 March 2020
2	15 June 2020	30 June 2020	16 March – 15 June 2020
3	15 September 2020	30 September 2020	16 June – 15 September 2020
4	16 November 2020	4 December 2020	16 September – 31 December 2020

Grant applications may be considered out of the allocated round where the applicant can demonstrate exceptional circumstances.

4. How to Apply

ELIGIBILITY

In order to be eligible for a UniSA Sport Club Grant:

- Clubs must be affiliated with UniSA Sport and be up to date with all UniSA Sport Club membership requirements.
- Club initiatives must be able to be covered by UniSA's insurance.
- Club applications must be submitted by a financial club member, preferably a committee member.
- 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).

In order to be eligible for individual grants:

- Individuals must be a currently enrolled student at UniSA and on the UniSA Elite Athlete & Performer program.
- Satisfy the specific grant criteria.

Applicants are encouraged to carefully read the funding program guide to determine whether they meet the criteria. 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 will 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.

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

Applications for the individual grants must be made via myScholarships. Your registration with the EAPP does not mean you will be automatically considered for a grant. Upon successful completion of the eligibility questions, you will be asked to submit documentation to support your application.

Please ensure all supporting documentation meets the necessary requirements: [Supporting Documentation Guide](#)

5. Assessment of Applications

GRANT ASSESSMENT

Applications received by the due date will be assessed against the guidelines and conditions of the grant. All relevant supporting documentation must be submitted prior to the application closing date in order to be considered for the grant.

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

SUCCESSFUL APPLICANTS (CLUB GRANTS)

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 (CLUB GRANTS)

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

CLUB GRANTS

Can applications for UniSA Sport grants 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.

INDIVIDUAL GRANTS

How long will the grants be open?

The EAPP Study Grant will have two opening rounds in 2020. Each round is open for approximately two weeks.

The EAPP Travel Grant will have four opening rounds in 2020. Each round is open for approximately two weeks.

How many grants are available?

Both grants have a finite funding allocation. The number of EAPP Study Grants issued will depend on the number of eligible applicants.

The number of EAPP Travel Grants issued will depend on the reimbursement \$ amounts requested by eligible applicants (maximum possible reimbursement is \$2000). The applications will be assessed and allocated in chronological order of receipt until the available funds are exhausted.

There has been a very high level of applications for these grants, particularly the Travel grant, and an application will not guarantee an offer.

How do I apply and what will I need to provide?

Applications for the EAPP Travel Grant and EAPP Study Grant are via 'myScholarships' on your student portal.

- Click apply
- Submit your answers to the eligibility criteria
- Check your student email for an automated email, acknowledging your application and advising what supporting documentation you are required to provide.
- Provide any requested supporting documentation to scholarships.prizes@unisa.edu.au

Please refer to the Scholarships website and the '[Supporting Documentation Guide](#) (PDF 2mb) for information on what will need to be provided with your application.

Which application round should I apply in?

EAPP Study Grant: Applications for the EAPP Study Grant can be in either round.

EAPP Travel Grant: You should submit an application for the EAPP Travel Grant in the round that immediately falls after your competition / event. The table above provides specific dates.

If you are unable to submit an application during the relevant application round due to sporting or performing demands, please contact Scholarships.Prizes@unisa.edu.au. Applications must be made in the same calendar year as the competition / event.

How can I check if I'm currently registered with the EAPP?

Please contact Director.SAS@unisa.edu.au to confirm if you are registered with the program.

Where can I find more information about the EAPP and check if I am eligible?

Information regarding the EAPP can be found on the UniSA website at <https://www.unisa.edu.au/Study-at-UniSA/Elite-athletes-and-performers/How-to-apply/>

I didn't submit an application or my supporting documentation before the grant application period closed. Can I submit a late application?

Late applications will not be accepted for the EAPP grants.

Please note that applications with outstanding supporting documentation will also not be accepted for review.

When will I find out if I will be offered an EAPP grant?

Applicants will be notified of the outcome of their application within a month of the closing date. For successful recipients, payments will be processed after the relevant study period census date.

For more information on grant payment processes, please click [here](#).

Will the EAPP grants be offered in 2021?

At this stage we are unable to advise you accurately in regards to re-opening the scholarship, as this scheme is subject to review.

8. Contact Us

For further information for UniSA Sport Club Grants please contact:

UniSA Sport team:

Phone: 08 8302 0661

Email: unisasport@unisa.edu.au

Web: www.unisasport.edu.au

For further information for Elite Athlete Individual Grants please contact:

Tina Ellis

Scholarships & Candidature Officer,

Student and Academic Services

Phone: 08 8302 1765

Email: scholarships.prizes@unisa.edu.au