

# Community DEVELOPMENT GRANT - ASSESSMENT GUIDE

**PLEASE COMPLETE THIS DOCUMENT AND UPLOAD IN QUESTION 10 AS PART OF YOUR COMMUNITY DEVELOPMENT GRANT APPLICATION.**

## PROJECT PLAN

***All sections of the Project Plan must be completed for your Grant to be assessed.***

The feasibility and success of a project depends a robust Project Plan and clearly set out budget.

The Leadership Grants Assessment Panel will take into consideration the following:

- Is the project budget realistic, and does it set out reasonable and justifiable expenditure for the project?
- Are all quotes for services, catering, room or equipment hire etc. reasonable and well researched?
- Has the project been well researched, organised and planned for, and is there a likelihood of achieving the proposed outcomes?

## Planning Timeline

**List the tasks that need to be completed in your project.**

**Think about how long they will take to complete and when they must be completed by in order for your project to be successful.**

***This will assist us to understand how well you have thought about the logistics of your project.***

[illegible]

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## Project Budget

**All sections of the Budget must be completed for your Grant to be assessed. If a budget line is not required for your project (e.g. "Travel"), please put "N/A".**

Please provide project budget details, ensuring all applicable fields are completed.

*Some fields will not be relevant to your project.*

Quotes from reputable suppliers must be provided to support application. *Please attach.*

EXPENSE TYPE	SUPPLIER/ VENDOR	AMOUNT	Quote details and brief description of expense item. <i>Please attach supporting quotes for each expense item.</i>
<b>Program Costs</b> (e.g. speaker costs, venue hire, etc.)		\$	
<b>Equipment</b> (Note that some equipment is available free of charge through SSAA, but must be booked at least 1 week in advance)		\$	
<b>Promotions</b>		\$	
<b>Consumables</b> (e.g. Food and drink, stationery etc.)		\$	
<b>Travel</b>		\$	
<b>Other</b> (please specify)		\$	
<b>INCOME</b>		<b>AMOUNT</b>	<b>Brief description of who you have received funds from.</b>
<b>Other Grants received/ requested</b>		\$	
<b>Personal contribution</b>		\$	
<b>Sponsorship</b>		\$	
<b>Other</b> (please specify)		\$	
<b>Grant Amount Requested</b> Subtract your INCOME from your EXPENSES to calculate Grant Amount Requested.			\$

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## PLANNING AND LOGISTICS

Please ensure that you have completed or prepared for the following tasks. Note that funding is conditional upon these being completed or agreed.

For all projects:

- ☐ I am willing to complete a Post-Project Report and I am aware that I may be asked to repay the value of the Grant if this is not completed.
- ☐ The Swinburne Student Life logo must be included on any correspondence or promotional material students may distribute in relation to their project as per Swinburne Student Life Style Guides: The Swinburne Student Life logo must not be altered, and Swinburne Student Life must be allowed to review the proof work before printing to ensure the appropriate use of our logo. Please contact Swinburne Student Life before designing to ensure you have the correct logo file.

For events:

- ☐ I have checked the Swinburne Academic Calendar to ensure that my event timing is appropriate.

Academic Calendar is available at <http://www.swinburne.edu.au/student-administration/calendar/>

- ☐ I have checked with Swinburne Student Life and SSU to ensure that, where possible, my event timing does not clash with their events. Calendar of events available at:

- <http://unione.swin.edu.au/Events>
- <http://ssu.org.au>
- <http://www.swinburne.edu.au/events/>

- ☐ I have checked availability of the venue/ space for the event.

Swinburne event space is booked\* through the Timetable & Resource Unit at <http://www.swinburne.edu.au/timetable/policy.html>

Event location details: \_\_\_\_\_

\*attach booking confirmation if applicable.

- ☐ I have contacted Swinburne Student Life for equipment booking forms.

Equipment Loan forms are available from Swinburne Student Life Reception, Ground Floor of The George Building and MUST be submitted at least 1 week before the equipment is required.

- ☐ Security has been contacted.

Swinburne security information for events is available at [http://www.swinburne.edu.au/corporate/security/security\\_events.html](http://www.swinburne.edu.au/corporate/security/security_events.html)

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A copy of this information is available upon request.

☐ If my event involves food and/or alcohol, I have staff or volunteers with (please check applicable):

- A safe food handling certificate, and/or; ☐
- Streatrader permit and/or; ☐
- Responsible Service of Alcohol (RSA) certificate. ☐

☐ If my event involves alcohol, I have organised a Temporary Liquor Licence

[http://www.vcglr.vic.gov.au/home/liquor/new+applicants/apply/apply\\_for\\_a\\_temporary\\_limited\\_licence](http://www.vcglr.vic.gov.au/home/liquor/new+applicants/apply/apply_for_a_temporary_limited_licence)

AND I have added the Liquor Licence Fee to my Budget;

OR I have booked a venue that covers this requirement.

### PLANNING AND LOGISTICS CONTINUED...

Guest speakers and VIP guests:

☐ If my event involves external guests or speakers, I am aware that my guests must be vetted by Swinburne Security. This process involves Security contacting the Victoria Police and/or the Australian Federal Police who will check the organisation's or individual's details. If the Police do not flag any concerns, the event/guest/speaker will be approved. Please note that the Police can require some time to respond so early notification is preferred.

☐ If my event involves VIP guests or dignitaries, I am aware that I must follow the Swinburne Event Protocols to invite VIPs:

<https://www.swinburne.edu.au/intranet/your-employment/health--safety/events-safety-management/>

A copy of this information is available upon request.

For overseas travel:

- ☐ I have checked travel conditions on <http://www.smartraveller.gov.au>
- ☐ My passport is up-to-date and I have prepared for any visa conditions
- ☐ I am aware that I must undertake an online pre-departure briefing through Swinburne Abroad.



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### Swinburne Student Life PAYMENT METHODS

Swinburne Student Life cannot issue cash under any circumstances. There are a number of methods available in order to pay for your project as required, however all spending must be approved by an Swinburne Student Life Leadership & Volunteer Officer prior to any monies being spent.

If you are unsure, please make an appointment to discuss any required spending with a Swinburne Student Life Leadership & Volunteer Officer.

Please select preferred method of payment for this request:

1. Tax Invoice & Purchase Order (preferred) ☐

Grant recipients will need to produce a Tax Invoice so that Leadership & Volunteering staff can raise a Purchase Requisition for the items to be paid for by EFT through Swinburne Finance.

Please note that Swinburne's terms of payment are as follows: Trade creditor/supplier invoices are paid by the University in accordance with Swinburne's terms of trade. Standard commercial thirty-day terms (30-days) will operate in most cases, and this is the University's preferred position. Thirty-day terms refer to payment at 30-days from the end of the invoice month.

2. Pre-paid Gift Card from relevant store (e.g. Coles/Woolworths etc.) ☐

3. Grant recipient to pay up-front and be reimbursed by cheque (Sundry Refund)\*. ☐

\*Please note that Swinburne's terms of payment also apply to Sundry Refunds. If you selected this option, please provide the following details of the person who will need to be reimbursed:

<b>Full Name:</b> (for banking purposes)			
<b>Postal Address:</b>	Street:		
	Suburb:	Post Code:	
Total amount to be reimbursed:		\$	

1. Paid *in advance* over phone with Swinburne Student Life credit card\*. ☐

\*Please note this option is only to be used where the above options are not available.