

## **Special Projects Fund** **Application Guidelines**

The special projects fund was set up to encourage and reward MSA staff, departments and services who wish to extend their activities and projects beyond the limitations of what has been done in the past, and their own budget.

Applications for funding must meet a number of important requirements before they are considered. Below is a checklist of requirements that applications must meet, along with an outline of the application, consideration and acceptance process.

This year, the Treasurer will be accepting applications until October 5th 2009. This enables MSA departments to apply at any point during the year.

Portions of the line item will be allocated to each semester to ensure that projects established in second semester do not lose out. If the portion for semester 1 is not entirely expended, the surplus will roll over into semester 2. This will occur on July 1<sup>st</sup> 2009. The total for 'Special Projects' may be subject to increase if this resource is being sufficiently used, and new funds made available.

The split as it stands is as follows:

**Semester 1:** \$17,000

**Semester 2:** \$8,000

If anyone has any questions, please contact the MSA Treasurer (Sarah Cousins) for more information.

### **Requirements**

- Must be of the benefit of Monash Clayton students
- Must be used to extend current projects within the department beyond current capacity, **OR**
- Must be used to help set up new programs within the department, **OR**
- Must be on behalf of the broader MSA rather than specific departments.
- It must be shown that the department is unable to fund the project themselves.
- Must be compliant with the MSA constitution, relevant MSA policies, and any relevant decisions made by Monash Student Council.
- Minimum of 3 quotes must be provided (as required), indicating incl. or excl GST.
- A reasonable, estimated and detailed draft budget must be provided, indicating incl. or excl. GST must be submitted with all applications

## Application for Special Projects Fund

### **Process**

Your department must put together an application outlining the project, how it meets the above requirements, include any relevant documentation, and a statement of the amount requested indicating inclusive or exclusive of GST.

This report must be submitted to the Treasurer for consideration. If the submission meets all requirements, it will go to the next stage. If the report fails to meet requirements, the department will be notified, and the application does not go to the next stage.

Applications that meet basic requirements may then be approved to go to Executive if less than \$5,000, and to Monash Student Council if above \$5,000.

Please prepare and submit applications early so that if more information is requested, there is time to prepare any additional documentation. If you need to amend your submission please see the Treasurer.

### **Important Dates**

Semester 1 funding allocation roll over – July 1<sup>st</sup>, 2009

'Special Projects' application closing date – October 5th, 2009

## Application for 'Special Projects fund'

**Date:**

**MSA Department/Division:**

**Contact –**

**Name:**

**Number:**

**Brief description of project:**

**Amount requested:**        **\$00.00 excl. GST**

**Checklist:**

- Includes a brief outline of how it meets ALL the listed requirements
- Includes all relevant quotes (minimum 3) or detailed budget
- Includes any further relevant documentation
- Includes a potential budget

## Application for Special Projects Fund

### **How do you meet Requirements**

- This project benefits Monash Clayton students by:

- How will this application extend current projects within the department/division beyond current capacity; Help set up new programs within the department/division; or be of benefit to the broader MSA rather than department specific:

## Application for Special Projects Fund

- Does this project comply with:
  - MSA constitution;
  - Relevant MSA policies; or
  - Any relevant decisions made by Monash Student Council.

If not, please provide a brief explanation.

- The Department is unable to fund the project out of their own budget because:

**Please attach your proposed budget, quotes and any other relevant documentation here.**