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| ***Project Manager:*** |  |
| ***Organisation:*** |  |
| ***Email:*** |  |
| ***Phone:*** |  |



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| *Please complete the form digitally and submit it to* *ssaf@une.edu.au**. If you need assistance please email the SSAF mailbox. Please provide detailed information, expand or add text boxes as required. Submissions for 2020 funding must be received by 5pm Friday 13 September 2019.* |
| **PROJECT NAME:** |  |

|  |  |
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| **PROJECT SNAPSHOT** |  |
|  |  |
|  | **Summary:** |  |  |  |
|  |  |
|  | **Total cost estimate:** |  | *Total cost estimates: for annual projectsFor Major Projects that span over 2 years:**Year 1 cost estimates: $**Year 2 cost estimates: $* |  |
|  |  |
|  | **Funding sources:** |  | *SSAF: $ University: $**External grant: $ External grant source:* |  |
|  |  |
|  | **Timeframe -****Major Projects may span over 2 years:** |  | *Start date: \_\_\_ 2020 End date:*  |  |
|  |  |
| **PROJECT DETAILS** |  |
|  |  |
|  | **SSAF Funding category:** |  | *Please select up to three of the most relevant categories from the list below.* |  |
|  |  |
|  | **Example of beneficiary group:** |  | *Which students will benefit from this proposal? Online, residential, science students, etc?* |  |
|  |  |  |  |  |
|  | **No. of beneficiaries** |  |  |  |
|  |  |
|  | **Stakeholders:** |  |  *Name(s)* |  *Project Sponsor(s)* |  |
|  |  |  |  |  |
|  | **Background:** |  | *Any information that will assist the Committee to contextualise your project.* |  |
|  |  |
|  | **Key benefits and strategic alignment:** |  | *Outline the benefits that will be realised by the project and how they will be measured. Benefits must be SMART – Specific, Measurable, Attainable, Relevant and Timely. Strategic alignment to the* [*University Strategic Plan*](https://www.une.edu.au/__data/assets/pdf_file/0016/117313/une-strategic-plan-2016-2020.pdf)***must*** *be considered.* |  |
|  |  |  | BENEFIT | TARGET |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |
|  | **Key project objectives:** |  | *State the primary project objectives. An objective is something which needs to be achieved during the project. Objectives must be SMART.* |  |
|  |  |  | OBJECTIVE | MEASURE |  |
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| **PROJECT DETAILS CONTINUED…** |  |
|  |  |
|  |  |
|  | **Has this project received prior SSAF funding? If so, please provide details** |  |  |  |
|  |  |
| **BUDGET DETAILS** |  |
| **Cost/Revenue** | **qtr 1** | **qtr 2** | **qtr 3** | **qtr 4** | **Total** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTALS** |  |  |  |  |  |
| **NAME:** |  |
| **SIGNATURE:** |  |

**FUNDING CATEGORIES**

Funds generated by the SSAF are used to improve the quality and quantity of services and amenities that fall within one or a number of expenditure categories, as specified under legislation. These categories include:

* Providing food or drink to students on a campus of the higher education provider
* Supporting a sporting or other recreational activity by students
* Supporting the administration of a club most of whose members are students
* Caring for children of students
* Providing legal services to students
* Promoting the health or welfare of students
* Helping students secure accommodation
* Helping students obtain employment or advice on careers
* Helping students with their financial affairs
* Helping students obtain insurance against personal accidents
* Supporting debating by students
* Providing libraries and reading rooms (other than those provided for academic purposes) for students
* Supporting an artistic activity by students
* Supporting the production and dissemination to students of media whose content is provided by students
* Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled
* Advising on matters arising under the higher education provider's rules
* Advocating students' interests in matters arising under the higher education provider's rules
* Giving students information to help them in their orientation