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FEIT Student Club Funding Application Form

Club Funding Guidelines

Welcome to the Faculty of Engineering and IT's Club Funding Application Form.

Before commencing your application, please ensure you have read through the following funding guidelines to ensure you are aware of what you can/cannot include in your funding application as reasonable costs for reimbursement.

Eligibility:

- All student clubs applying for funding MUST first be FEIT affiliated clubs. Any application received from clubs outside of FEIT will not be considered.

- Submitting this application does not automatically make you eligible to receive funding. All costs will be considered by the student enrichment team, and it is up to our discretion and assessment to confirm appropriate use of funds. For further information, please read the current Student Club Handbook.

Costs that will be considered:

- AV/Tech Equipment hire for events
- Venue Hire
- Catering
- Security/Event Support Officers
- Extra Cleaning (If venue is located within UoM)

Costs that will not be considered:

- Prizes and gifts (these must be covered by the club)
- Travel/Flight costs for Project based clubs
- Club or UoM Merchandise

Applicants: Please note

Incomplete applications, and applications submitted after the said event has taken place will not be considered. We suggest submitting your application at least 4-weeks ahead of your event to ensure that we have adequate time to review your requests.

Confirmation of Eligibility

* indicates a required field

By submitting an application, you confirm that you:

- Are an appropriate representative applying on behalf of a student club or society supported by the Faculty of Engineering and Information Technology.
- Have read the funding guidelines
- Are the only representative submitting an application to receive funding for this event

Please select below: *
○ Yes   ○ No

Contact Details

* indicates a required field

Club Name *

Please select the club

Applicant

First Name   Last Name

Position held in the organisation *

Primary Contact Number *

Must be an Australian phone number.
Please ensure this is a mobile number only in the following format 04XX XXX XXX

Club Email Address *

Must be an email address.
Please include your relevant CLUB email address. This will be used to communicate the outcome of your application.

UoM Personal Email Address *

Must be an email address.
In the event that we cannot reach the email above, please provide your personal email address.

Does this funding application have any travel (international/domestic) component involved? *

○ Yes
○ No
If 'No', skip to 'Tell us about your project or event'

Travel Component

Where will you be travelling?

Travel Start Date

Must be a date.

Travel End Date

Must be a date.

FEIT Student Club Funding Form (2024 - 1)
Form Preview

Does this travel fall between the exam period?

Does this travel fall between any UoM exam period?
○ Yes
○ No

Check out UoM Key Dates

Tell us about the intended trip?

Names of students travelling	Student Number	Are Students from UoM?	What course at UoM are these students enrolled in?	Why is this student required for your travels?	
		Please enter 'Yes' or 'No'	If student is from another university/ course not listed, please select 'other'	Please describe the students role and responsibility	

Has each student (listed above) received approval from Faculty to attend this proposed travel?
○ Yes
○ No
○ Waiting on approval

Other important info:

- Please reach out to Michelle McKay or FEIT-Facilities to notify her and her team of your travel plans. If you have items that need to be taken with you, they can assist with organising transportation.

Tell us about your project or event!

* indicates a required field

Project/Event Title *

Please provide a title for your event. If running multiple versions, please specify (eg. Start of Semester barbeque, Swotvac barbeque)

Event Time Period *
☐   Semester 1
☐   Semester 2
☐   Winter Break
☐   Summer Break
☐ Other:

Anticipated Event Start Date *

Must be a date.

Anticipated Event End Date

Must be a date.
ONLY fill in if your anticipated event spans over multiple dates

Event Start Time *

Event End Time *

Has the intended venue been confirmed and available to host your event? *
○   Yes   ○   No   ○ Waiting for   ○ Held outside of ○ N/A (Due to
                                     Confirmation   UoM   travel)
If no, please contact engit-studentclubs@unimelb.edu.au.

Venue Location

If you answered 'Yes' to the previous question, please enter the name of the location your event will take place. If you have not booked a space, please leave blank.

What are the planned activities?

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

Does your event meet any of the aims below?
☐   Improving student employability
☐   Supporting student wellbeing
☐   Developing technical engineering and IT skills
☐   Encouraging engagement with STEM for school students
☐   Providing networking opportunities

☐ Growing student understanding of industry
☐ Provide opportunity for students to develop interpersonal relationships with their peers
☐ Other:

Please feel welcome to suggest other ways in which your event will benefit MSE aims and benefit our students

No. of students that will be in attendance? *

Must be a number.

No. of Industry Representatives that will be in attendance? *

Must be a number.
If none, please put '0'

No. of UoM Staff or representatives that will be in attendance? *

Must be a number.
If none, please put '0'

No. of other attendees? (i.e., external students/staff etc) *

Must be a number.
If none, please put '0'

Total No. of Attendees

This number/amount is calculated.

Industry Involvement - If industry are going to be supporting your event in any way, please list where these industry representatives are from and and how they are contributing to your event. If no industry, please write NA

Have you considered accessibility, dietary needs, and other areas that you might need to consider to ensure an enjoyable experience for all attendees?

This does not have to be a long answer

Budget and Financial Requirements

What is the total amount ($) you are requesting from FEIT?

$

Must be a dollar amount.

What is the total cost of your intended event/project or travel?

$

Must be a dollar amount.
What is the total budgeted cost (dollars) of your project?

Where are you sourcing funds from?

Please note where you are receiving other funds from to support your event.

Income Type	$ Income Amount	Has this funding been confirmed?	Notes
Please select from the options in the dropdown list that best describe where your funds will be sourced from	Must be a dollar amount.	If funding is unconfirmed, please advise in notes if you will be able to cover the difference should funds fall through	Please provide notes if you have selected 'Other' under income type, or if your funding is pending confirmation.
	$		
	$		
	$		

How will you allocate the funds you are requesting from FEIT should your application be approved?

Please indicate where the funds (above) will be put towards? Please see Funding Guidelines to ensure you are requesting money for reasonable costs.

Expenditure	$Total Expenditure Amount	Notes
	$	
	$	
	$	

Budget Totals

Total Income Amount	**Total Expenditure Amount**	**Income - Expenditure**
$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

What else can we help with?

Can you identify any other areas in which the Student Enrichment Team, or FEIT as a whole may be able to assist?

- Would you like to include an item in the Engineering and IT Express? Submit your items here.
- Do you need your event/project to be promoted to all student clubs? Please email engit-studentclubs@unimelb.edu.au and provide information that you'd like to be circulated.
- Do you need assistance accessing the storage room in the Old Engineering Graduate Lounge Space, or the Heidleberg Warehouse? Email feit-facilities@unimelb.edu.au to organise a time to pick up your items.
- Do you require guest speakers from UoM Alumni or start-up companies? Why not check out the Melbourne Accelerator Program and collaborate with prospective companies and mentors.
- Do you need assistance booking a space to host your event? Email engit-studentclubs@unimelb.edu.au. Check out UoM spaces here.

FEEDBACK

You are nearing the end of the application process. Before you review your application and click the SUBMIT button, please take a few moments to provide some feedback. This will help us to fine-tune this application form.

Please indicate how you found the online application process
☐ Very Easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very Difficuly

Please provide us with your suggestions about any improvements and/or additions to the application form that you think we need to consider