Policy/procedure

1. Applicants will submit initial application form to the Events & Sponsorship Officer.

2. Staff members will respond within 72 hours of receiving proposal, with suggested areas for improvement to ensure students are fully compliant with criteria (see below).

3. Final submissions must be submitted by 5pm on the 20th of each month.

4. Staff members will collate relevant receipts and forward them to the chair of secretariat – with recommendations.

5. Secretariat will be held between the 20th and 29th of the month. The Clubs and Societies Student Representative (or alternatively an appropriate staff member) will be available for consultation during secretariat if members have questions regarding the application.

6. Applicants will be notified of the outcome of their proposal.

7. Successful applicants will sign the “memorandum of understanding”.

8. RUSU Finance department will process the grant into the nominated account (NB: by negotiation RUSU may pay suppliers directly if practicable).

9. Event/Initiative is held.

10. All receipts for expenses are supplied to the C&S Officer along with event report to fully acquit grant.

11. Reportback to wider student body is submitted.

Selection criteria

Successful SIG proposals must adhere to the following criteria:

- The project must have a demonstrated benefit to the wider RMIT community
- The event must be a one-off initiative, where it is impracticable to form a club and conduct longer-term, concentrated fundraising.
- The proposal must include the way in which the outcome of the project/event will be reported back to the student body (i.e. Articles for Catalyst, exhibition of photography, open seminar, etc.)
- Detailed budget outlining of projected costs and income. This should also include any other avenues of funding obtained or sought for the project.
- The project must not directly or indirectly lead to personal profit for the student(s) involved. The recipient of the grant must be a currently enrolled RMIT Student – and will remain so for the duration of the project.

For more information on this information, please contact courtney.clarke@rmit.edu.au or visit your nearest RUSU information counter.