2019 Student Experience Projects
SSAF Funding Application

1.   Background

From January 2012, Australian higher education providers began charging students a compulsory Student Services and Amenities Fee (SSAF) to support services and amenities of a non-academic nature. The SSAF is designed to improve non-academic services and amenities for students. It was introduced through the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011, which was passed by the Australian Parliament in October 2011. The *Act* outlines 19 categories on which the SSAF can be spent and universities are obliged to comply with the *Student Services, Amenities, Representation and Advocacy Guidelines* which set benchmarks for student access to services such as health and welfare information, advocacy and orientation programs:

1.   providing food or drink to students on a campus of the higher education provider;
2.   supporting a sporting or other recreational activity by students;
3.   supporting the administration of a club most of whose members are students;
4.   caring for children of students;
5.   providing legal services to students;
6.   promoting the health or welfare of students;
7.   helping students secure accommodation;
8.   helping students obtain employment or advice on careers;
9.   helping students with their financial affairs;
10.   helping students obtain insurance against personal accidents;
11.   supporting debating by students;
12.   providing libraries and reading rooms (other than those provided for academic purposes) for students;
13.   supporting an artistic activity by students;
14.   supporting the production and dissemination to students of media whose content is provided by students;
15.   helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;
16.   advising on matters arising under the higher education provider's rules (however described);
17.   advocating students' interests in matters arising under the higher education provider's rules (however described);
18.   giving students information to help them in their orientation; and
19.   helping meet the specific needs of overseas students relating to their welfare, accommodation and employment

The funding must not be spent on supporting a political party or the election of a person as a member of a political party at any level of government.

SSAF funds are allocated on an annual basis, by negotiation, to those areas responsible for providing a range of non-academic services to students. More detailed information on funding allocations is available on the SSAF website.

2. SSAF Strategic Allocation

A pool of funds has been allocated for 'Student Experience Projects' in 2019 to support student experience initiatives throughout the year. All areas of the University will be eligible to apply for the funding by submitting an application form (see below).

The office of the PVC: Student Engagement and Equity will establish a panel to assess applications for funding.

3. Criteria for applications

3.1. The project supports services and amenities of a non-academic nature.
3.2. The project contributes towards providing an outstanding student experience.
3.3. The project reflects shared responsibility and collaboration between students and staff.
3.4. The project includes a strong 'student voice' and students have been consulted in the design of the project plan and/or will be involved in implementing the project.
3.5. The proposed initiatives/activities align with the *Student Services, Amenities, Representation and Advocacy Guidelines*.
3.6. The project benefits a broad number of students.

4. Application process and outcome notification

4.1. Staff may submit applications as individuals or in groups.
4.2. All applications require endorsement from the staff members' line manager.
4.3. Applications must be made on the appropriate application form (below).
4.4. Applications close at **12.00 PM** on **Friday, 9 November 2018**.
4.5. Applications are to be submitted by e-mail to pvc-see@unisa.edu.au
4.6. All applications will be assessed by an established panel.
4.7. Applicants will receive an email acknowledging receipt of their submission.
4.8. Applicants will be notified in writing of the outcome of their application by **23 November 2018**.

5. Accessing funds

5.1. If an application is successful, funds will be paid directly to a cost centre nominated by the applicant.
5.2. All funds to be managed in accordance with UniSA Finance Policies and Guidelines.

6. Conditions of the funds

6.1. Funds may only be used for the purposes as set out in the application.
6.2. The project must be completed, and all funds expended by **31 December 2019**.
6.3. All unused funds will be returned to the University in line with the Finance Unit's end of year processing timelines.
6.4. Successful applicants are required to provide a brief report on the outcomes of the engagement activity at its completion, including financial acquittal (a template will be sent out to all successful applicants in November 2019).
6.5. The financial acquittal is due by close of business **2 January 2020** and should be e-mailed to the office of the PVC: Student Engagement and Equity at pvc-see@unisa.edu.au
6.6. The panel may include additional conditions on the funding where it is considered warranted.

For assistance or further information, please contact Julie McGuigan on ext. 20599 or by e-mail julie.mcguigan@unisa.edu.au

SSAF FUNDING APPLICATION FORM

Student Experience Projects
2019

Applicant Details

Division/School/Unit:
Staff Member Name:
Position:
Telephone:

Proposal Summary

Project name:
Project start date:
Project end date:
Project summary:

Funding Request

Total SSAF Funding Requested $

Project Details

Project Description
*Describe the project objectives, outline the project rationale and approach **(max. 500 words)**.*

Where possible, please include information on:
- *how students have been involved/consulted in designing the project; and/or how you plan to engage students in the project implementation;*
- *how students will benefit from the project outcomes;*
- *the long-term impact of the project;*
- *the sustainability of the project - i.e. if the project is successful, how will it be funded beyond 2019?*

Project Plan

*Please provide a brief project plan outlining the key activities, milestones and timeframes. Successful applicants will be asked to provide a more detailed project plan **(max. 500 words)**.*

Evaluation/measures etc.

*Describe briefly how you will evaluate/measure the success of your project/activity **(max. 200 words)**.*

Budget

Outline the project budget and provide a brief justification of the proposed expenditure. Include details of any additional financial and/or in-kind support being sought (or already secured). Please note, SSAF funding must be expended within 2019.

Funds required for	Purpose	$
	Total funding required	

Declaration

I declare that:

- ☐ The project is achievable within the budget and timeframe described;
- ☐ This application has the support of my Division/School/Unit;
- ☐ The project does not form part of my area or any other area of the University's core business and/or is not currently funded by the University;
- ☐ I have read and noted the *Student Services, Amenities, Representation and Advocacy Guidelines*.
- ☐ I understand that the *Student Services, Amenities, Representation and Advocacy Guidelines* will apply to this project;
- ☐ To the best of my knowledge, the information that I have provided in this form is true, correct and accurate in all material particulars.

Applicant declaration:

Name:	
Position:	
Signature:	
Date:	

Line manager's authorisation:

Name:	
Position:	
Signature:	
Date:	