

Apply for Funding

Step 1: Go to <http://www.uclife.com.au/manage-your-club-or-society/> and select the appropriate form for your funding request. Funding types are listed below.

Step 2: Fill out details correctly providing any evidence required.

Step 3: Submit the form to UC Life

Step 4: Make sure you receive a receipt of your submission in your email account

Step 5: UC Life! Will be in contact about your request within 5 business days. If approved the money will be deposited into your clubs account.

If you have any questions please contact us at uclifeclubs@canberra.edu.au

Base Funding

Base funding will be calculated at \$5 per student member per year. Clubs will be able to claim their allocated amount after club registration each semester.

Merchandise funding

Each club will be allocated **\$300** to put towards merchandise each year. This may include (but is not limited to) pens, hats, t-shirts, jumpers, notepads, water bottles etc. In order to obtain this funding please complete the merchandise funding form and provide us with a quote, invoice or receipt of your merchandise and we will arrange for the amount to be deposited into your account. You are free to sell merchandise on to your members as a way to fundraise for your club.

Event Funding

Event funding will also be available to clubs and societies. For each event the club will be required to complete a funding application form if they wish to receive funding.

Events are broken down into Small, Medium, Large and XL categories and must adhere to the lead in times below. This is to ensure you give your event every opportunity to succeed with good marketing and planning:

- Small event <**\$250** – 2 full weeks' notice of event date
- Medium event **\$250-500** – 3 full weeks' notice of event date
- Large event **\$500-1000** – 4 full weeks' notice of event date
- XL **\$1000+** - 5 full weeks' notice of event date

Notification of your applications success/failure will be provided within five (5) business days. Most funding will be pre-paid to your club and receipts will need to be provided within 2 weeks of the event.

Welcome/Farewell Event Funding

Clubs will be able to claim \$200 for a welcome event and \$200 for a farewell event each year. This funding should be claimed after the event using the Welcome/Farewell Funding Claim form. The money will then be reimbursed into your account. More funding may be available for larger clubs (please speak to UC Life).

Please note that clubs and societies cannot claim funding for the purchase of alcohol.

