

Guidelines for Yourimbah Clubs SSAF Subsidies in 2020

Support for Clubs takes the form of advice, leadership and governance training, resources and funding for activities delivered by the Club and subsidies by Student Services and Amenities Fee (SSAF) funding.

Subsidies are available to all affiliated Yourimbah Clubs and released at the discretion of Yourimbah.

What are subsidies available for?

All Clubs must utilise approved subsidies in accordance with the provisions of the SSAF legislation.

Subsidies are available to Clubs in a number of different subsidy categories.

Indicative Subsidy Categories	
Equipment	Single item purchases exceeding \$100 must be included in a Club asset register for audit purposes.
Event & Activities	Subsidies may be available to contribute to some expenses associated with events including: facility and venue hire; catering; equipment hire; entertainment; cleaning; and, security costs.
	Alcohol may NOT be subsidised
	Activities associated with Orientation or Your Week may be subsidised under this category.
Publications & Promotions	Preparation (including graphic design) and production of Club promotional or information material, printing/publishing of flyers or posters and marketing equipment (e.g. banners) with a maximum of 50 pages to be printed free of charge by Yourimbah in a calendar year. Where funded by Yourimbah and/or SSAF: promotional material must recognise Yourimbah and/or SSAF by displaying the logo on the promotional material. Draft mock up of design must be approved by Yourimbah before circulating.

Subsidy Application Requirements

- Subsidy applications must be made prior to mid-semester break of each semester.
- The nature of the event or activity will be taken into account when a subsidy application is considered.
- When submitting an application for an event subsidy, event plans must be submitted at least two weeks before the event, include an Event Budget, Risk Assessment and any related food safety handling documents.
- Clubs are obligated to keep good records of all SSAF-funded activities as this is an essential part of operations and the Club may be audited for compliance at any stage.
- The Club must provide their Club bank account details to Yourimbah for a direct bank transfer of the subsidy.
- **To receive any SSAF subsidy it is a requirement that all of the Executive Committee have completed Generation Governance Training <https://www.newcastle.edu.au/current-staff/our-organisation/governance/council/generation-governance2>**

What level of SSAF subsidy is available in 2020?

- In 2020 each Club may receive up to a maximum of \$500 for approved subsidies across the course of the year. Any Club formed in Semester two (2) may access up to \$250 (50%).
- Discretion to provide additional funding to Clubs will be subject to availability of SSAF funds in the latter part of 2020.

Upfront Subsidy

The entire subsidy may be issued at the discretion of Yourimbah. For such an application to be successful the Club must:

- Have a proven track record of successful delivery of events and activities for their membership;
- Submit a well-documented 2020 Annual Plan;
- Submit an Annual Report (including Financial Statement) by 31 December 2019 to be eligible for 2020 SSAF subsidy.

Please note that evidence of spend and successful delivery may be requested at any point in the year.

Terms and Conditions of Subsidies

- Clubs are required to be familiar with the provisions of the SSAF legislation and not use funds in a way that contravenes, nor can be perceived to contravene, this legislation.
- Subsidies will not normally be approved for any activity that confers a personal benefit directly on an individual Club member or members (e.g. for conference attendance, personal travel or expenses).
- Yourimbah has the right to request additional support documentation to appropriately assess the subsidy application.
- Acceptance of subsidy funds is taken as agreement to supply any required reporting or evaluation requirements.
- Where a subsidy has not been approved for funding, Clubs may appeal in writing to the Yourimbah CEO with appropriate supporting evidence.

2020 SSAF Subsidy Application Form

This subsidy application may only be submitted by the Treasurer from the Executive Committee of the Club registered with Yourimbah. All members of your Executive Committee must have completed Generation Governance training before applying.

Please note that the deadline for SSAF subsidy applications each semester is the last business day prior to mid-semester break.

Applications for subsidies relating to events/activities must be submitted at least two weeks (14 days) prior to that event/activity. No retrospective funding applications will be accepted.

All subsidies are subject to the availability of funds and are granted at the discretion of Yourimbah. Yourimbah reserves the right to deny or cancel funding and to redeem costs from applicants if the subsidised activity/event is not attended or is not organised properly.

If you have any questions regarding this process, or need more information please contact us at info@yourimbah.com.au

Club Name
 Your Name
 Your Position in Club
 Your Student Number
 Have all Office-Bearers in your Executive Committee completed Generation Governance?
 Has your Club submitted your Annual Plan & Budget?
 What is the nature of your subsidy? Please circle
 If this application is related to an event, please advise the date.
 How many General Members and/or Central Coast (Ourimbah) Campus students will the subsidy benefit? Attendees must sign the Yourimbah Event Attendance Sheet which can be downloaded from Yourimbah.com.au
 Please provide the TOTAL AMOUNT you wish to claim
 Please provide the TOTAL AMOUNT you will spend (total cost of event)
 Is this an estimate or the actual price?
 List each item you hope to subsidise and the cost of each.
 Have you attached relevant receipts, invoices, or quotes that you have for these expenses
 By applying for subsidies, I, on behalf of the Club, acknowledge that any subsidies granted will not be used contrary to SSAF Legislation;
 If requested, the Club will provide proof (in the form of Minutes) that the Executive Committee has agreed to apply for this funding;
 If applicable an Event Plan including a Risk Assessment and Food Safety Plan will be submitted;
 If successful, the Executive will provide an Event Report within 7 days of the subsidised event.

First:	Last:	
Yes:	No:	
Yes:	No:	
Event/Activity	Equipment	Publications/Promo
Yes	No	
Agree:	Disagree:	
Agree:	Disagree:	
Agree:	Disagree:	
Agree:	Disagree:	