

MGA GRADUATE GROUP

GRANT PROCEDURES

Version 2.2
Updated February 2024

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1 PURPOSE

The MGA may support and fund Groups of Monash University Graduate Students who share a common interest and run activities primarily for graduate students enrolled at Monash University.

2 AUTHORISING PROVISION

These Procedures are made pursuant to the MGA Groups Regulations and subject to the Constitution of the MGA.

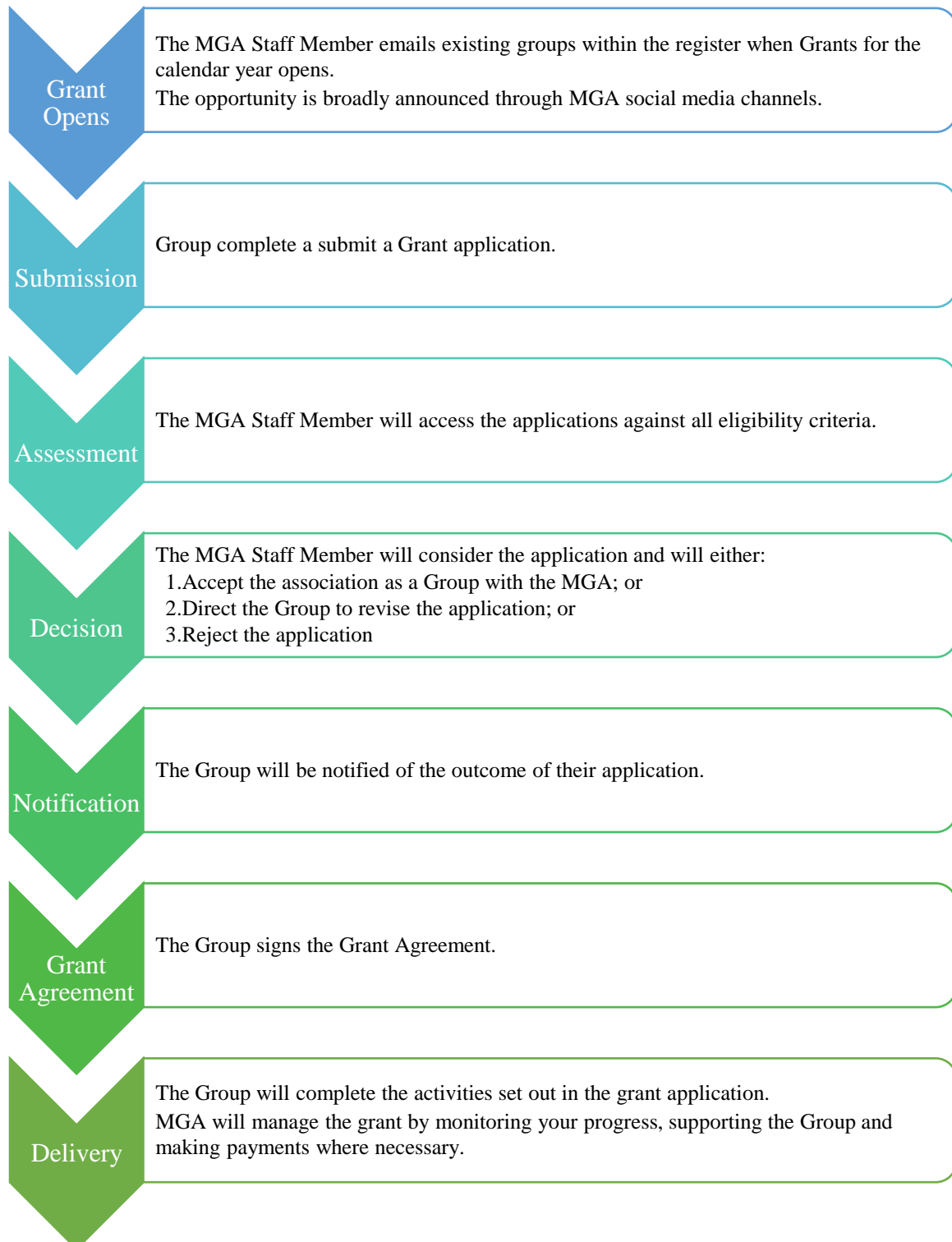
3 OBJECTIVE

The objective of this procedure is to formalise and provide clarity on the support and Grants available to Monash University Graduate Students who wish to form or belong to a group of students with similar interests.

4 MEANINGS

- 4.1 **Department** means Monash University Graduate Student departments, schools, courses and sub-faculty level Groups.
- 4.2 **Event** means any social or academic event or activity, and includes cultural, sporting and recreational activities, daytrips, overnight trips, writing retreats, seminars and conferences with or without formal speakers.
- 4.3 **Event Lead** means the person who is managing the Event.
- 4.4 **Expense Card** means the debit card linked to an MGA-managed financial platform.
- 4.5 **Grant** means the money awarded to a Group to run Events.
- 4.6 **Grant Procedures** means the Monash Graduate Group Grant Procedures.
- 4.7 **Group** means MGA Graduate Group.
- 4.8 **Groups Regulations** means the MGA Graduate Groups Regulations.
- 4.9 **MGA** means the Monash Graduate Association Incorporated.
- 4.10 **MGA Staff Member** means the Graduate Groups Officer or nominee.
- 4.11 **Monash University Graduate Student** means a student enrolled in a graduate course through an Australian campus of the University and who has not course-completed.
- 4.12 **SSAF** means Student Service and Amenities Fee collected by Monash University pursuant to the *Higher Education Support Act 2003 (Cth)*.

5 GRANT PROCESS



6 ABOUT THE GRANT

6.1 The Grant is split into two different types of Grants.

6.1.1 Departmental Group Grant

6.1.1.1 The Departmental Group Grant is designed to support social activities run by Monash University Graduate Students, for Monash University Graduate Students, within their Department.

6.1.2 Special Interest Group Grant

6.1.2.1 The MGA's Special Interest Group Grant is designed for Monash University Graduate Students with similar interests to come together and organise Events. Grants are available to Monash University Graduate Students upon application for ongoing Group activities.

7 GRANT AMOUNT

7.1 The Grant amount will be 100% of the eligible Event proposal up to individual Grant limits or the proposed budget.

7.1.1 The lesser amount of either the individual Grant limit or the proposed budget will be used.

7.1.2 Should the proposed budget be lower than the purported individual limit, Groups may have their Grant amount revised at any time in the calendar year.

7.2 Grant Scheme:

Type	Amount per Monash University Graduate Student	Maximum allocated Grant amount per semester	Maximum allocated Grant amount per year
Departmental Group	\$25	\$2,000	\$4,000
Special Interest Group	\$25	\$2,000	\$4,000
New Group Trial	\$20	-	\$300

7.2.1 Annual Grants are calculated by the Number of Monash University Graduate Student members multiplied by \$25, then divided by two (for semester application only). Grant maximum caps will only be applied at the end of the calculation.

7.2.2 Groups should state on application if they are applying for semester Grants only, otherwise it will be assumed that whole year Grant is being applied for in semester one applications.

- 7.2.3 Groups who apply after the start of semester two orientation week of that calendar year will automatically receive semester Grants unless otherwise specified.
- 7.2.4 Example Group Grant calculation: Application for an Ongoing Special Interest Group with 60 Monash University Graduate Students who applied in semester one. Group will be granted \$1,500 (60 x \$25).
- 7.2.5 Example Group Grant calculation: Application for Departmental Group with 210 Monash University Graduate Students who applied in Semester 2. Group will be granted \$2,000 ($((210 \times 25) / 2 = \$2,625$. As this is over the maximum cap per semester, they are granted the maximum semester amount).
- 7.3 New Groups who have not been a Group in the last calendar year, may be subject to a trial prior to approval.
- 7.3.1 The costs from the trial will be deducted from the total approved Grant Amount should the final application be successful.
- 7.3.2 The Grant Amounts during the trial period are set out in Section 7.2.
- 7.4 Groups with year-long Grants who have had significant changes in Monash University Graduate Student numbers (at least 10 students) may request for a revision of their Grant as part of their interim report.
- 7.5 Unused Group Grants will be rolled over into the following year. The amount of remaining funds will be taken into consideration for the following year's Grant application.
- 7.6 Should a Group not apply for continued Grants from the MGA for the next calendar year, and have rolled-over funds, the Group must agree to run an MGA-approved Event to spend the last of the Grant within the first 3 months of the next calendar year, or return the outstanding Grant amount to the MGA.
- 7.7 All final Grant amounts are at the discretion of the MGA, and Grant figures provided are indicative guides only and shown as the maximum Grant amounts possible to be allocated.

8 ELIGIBILITY CRITERIA

- 8.1 Applicant groups must be run by Monash University Graduate Students, for Monash University Graduate Students only. Exceptions to this can include:
- 8.1.1 Monash University honours students within the same Department; or
- 8.1.2 University staff members within the Department for special Events; or
- 8.1.3 Graduate students from other institutions who share the same research or teaching location; or
- 8.1.4 Graduate students from other institutions who study in the same field and/or have a shared academic interest.

- 8.2 Only one Group per Department will be funded. Exceptions may be granted on a case-by-case basis. Exceptions include but are not limited to:
- 8.2.1 Where Departments have multiple physical locations (such as a Clayton division and an Alfred division); or
 - 8.2.2 Faculty that is not divided into Departments (such as education); or
 - 8.2.3 Groups are targeting different students (coursework and higher degree research); or
 - 8.2.4 Groups are course or degree specific.
- 8.3 Groups may not receive Grants from the MGA while also in receipt of money from another Monash University student association, without direct application to the MGA for an exemption.
- 8.4 Membership to a Group must be free to Monash University Graduate Students and the opportunity to join must be widely advertised within the relevant cohort.
- 8.4.1 Groups may however choose to charge:
 - 8.4.1.1 A fee to members for a specific Event but only in order to recover costs incurred over and above the Grant received from the MGA; or
 - 8.4.1.2 A membership or participation fee to members who are not currently enrolled Monash University Graduate Students.
- 8.5 Events run must meet the following requirement:
- 8.5.1 Have stated aims and objectives that offer social benefits or other non-academic benefits to graduate students; and
 - 8.5.2 The Event must not be within the next 14 days or already passed at time of application; and
 - 8.5.3 Considered a low or medium risk Event based on Monash's Safety and Risk Analysis Hub.
 - 8.5.3.1 High risk Events may be considered at the discretion of the MGA Staff Member.

9 WHAT THE GRANT MONEY CAN BE USED FOR

- 9.1 Events funded (entirely or partly) by the Grant should:
- 9.1.1 fall within the SSAF requirements under clause 19-38 of the *Higher Education Support Act 2003* (Cth) (outlined in section 9.2.1 and 9.3.1.), within the year in which it is allocated;
 - 9.1.2 to the benefit of all Monash University Graduate Students within the Group's area; and

9.1.3 be advertised and open to all relevant Monash University Graduate Students and members.

9.2 Eligible Expenditure

9.2.1 A Group must only spend the allocated Grant on the provision of one, or more, of the following services:

9.2.1.1 providing food or drink to students on a campus of the higher education provider;

9.2.1.2 supporting a sporting or other recreational activity by students;

9.2.1.3 supporting the administration of a club most of whose members are students;

9.2.1.4 promoting the health or welfare of students;

9.2.1.5 helping students obtain employment or advice on careers;

9.2.1.6 supporting debating by students;

9.2.1.7 supporting an artistic activity by students;

9.2.1.8 supporting the production and dissemination to students of media whose content is provided by students;

9.2.1.9 helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;

9.2.1.10 advising on matters arising under the higher education provider's rules (however described);

9.2.1.11 advocating students' interests in matters arising under the higher education provider's rules (however described);

9.2.1.12 giving students information to help them in their orientation;

9.2.1.13 helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.

9.3 Ineligible expenses

9.3.1 A Group must not spend their Grant to support:

9.3.1.1 a political party; or

9.3.1.2 the election of a person as a member of:

9.3.1.2.1 the legislature of the Commonwealth, a State or a Territory; or

9.3.1.2.2 a local government body;

9.3.1.2.3 A student or representative association.

9.3.2 Additionally, the Grant may not be used:

9.3.2.1 To discriminate against protected attributes;

9.3.2.2 To fund Events not in compliance with Monash University Policies and Procedures;

9.3.2.3 For the purposes of paying stipends or honoraria to, or for the personal expenses of any Group member.

9.3.2.4 Contrary to the purposes of SSAF;

9.3.2.5 For the purchase of assets for the club. Applications for assets can be made via the University-run SSAF Capital Development funding rounds. These funding rounds normally occur in the latter half of each year. Contact the managing MGA Staff Member for more information and exact dates.

9.4 Groups wishing to create their own branded merchandise should first consult the MGA Staff Member.

9.4.1 Merchandise must not:

9.4.1.1 be an asset for the Club;

9.4.1.2 be for academic purposes. This includes but is not limited to lab equipment and lab coats; and

9.4.1.3 take up no more than 20% of the approved Grant limit for the Group.

9.4.2 Merchandise must

9.4.2.1 Be distributed in the calendar year it is purchased;

9.4.2.2 Must be free and advertised to all members of the Group.

9.5 Grants are only allocated for use within the calendar year it was applied for.

10 GRANT APPLICATION

10.1 Timing of Grant

10.1.1 Departmental Group Grant applications may be submitted by at any point during the Grant year for which they apply, with a final cut-off date for applications of 30 September.

- 10.1.2 Departmental Group Grant applications will be responded to by the managing MGA Staff Member within 20 working days of receipt.
 - 10.1.3 Ongoing Special Interest Group Grant applications may be submitted by at any point during the Grant year for which they apply, with a final cut-off date for applications of 30 September.
 - 10.1.4 Ongoing Special Interest Group Grant applications will be responded to by the managing MGA Staff Member within 20 working days of receipt.
 - 10.1.5 New Special Interest Group Grant applications may be submitted at any time.
 - 10.1.6 New Special Interest Group Grant applications will be responded to by the managing MGA Staff Member within five (5) working days of receipt.
- 10.2 To receive the Group Grant, applicants must provide:
- 10.2.1 The full contact details of three (3) managing students who are applying for the Grant on behalf of their Department; and
 - 10.2.2 The full contact details of a supporting staff member who can verify the student cohort and confirm that the Grant can be transferred to the Department for student use for Departmental Group Grant applications; or
 - 10.2.3 For Special Interest Groups, a complete member's list must be provided with the following information at a minimum:
 - 10.2.3.1 Name;
 - 10.2.3.2 Student Identification number;
 - 10.2.3.3 Email;
 - 10.2.3.4 Contact number; and
 - 10.2.3.5 Level of study/staff.
 - 10.2.4 The details of the Group including name, contact details, social media links, and member composition, roles and responsibility; and
 - 10.2.5 The number of Monash University Graduate Students within the cohort; and
 - 10.2.6 Evidence of plans to hold at least two (2) activities in the interest of Monash University Graduate Students in the Group for the applicable calendar year;
 - 10.2.7 Associated Budget for the Events planned; and
 - 10.2.8 A completed Grant application form to the MGA by the Grant cut-off date.
- 10.3 In making their decision, MGA will consider:

- 10.3.1 Number of grants awarded to a particular Department or Group in any given calendar year;
 - 10.3.2 Contribution made by the Group and their Events to university life and the MGA's public profile;
 - 10.3.3 Degree of financial prudence demonstrated, including from sponsorship, self-funding, or external revenue raising undertaken by the Group;
 - 10.3.4 Extent to which the Events furthers its stated objectives;
 - 10.3.5 Degree of support from relevant organisations and stakeholders, including other organisations, and Monash University Department for the Events;
 - 10.3.6 Number of participants taking part in or benefiting from the Events;
 - 10.3.7 Extent of planning undertaken for the Events;
 - 10.3.8 Any other reasonable criterion as the MGA deems appropriate for the requirements of SSAF.
- 10.4 Should an application be rejected, Groups have five (5) working days to appeal the decision.
- 10.5 Should an appeal be lodged, the application will be reviewed by the MGA Executive Officer within ten (10) working days. The decision of the Executive Officer will be final and no further appeals, or applications for similar Groups, may be lodged within the same calendar year.

11 SUCCESSFUL GRANT APPLICATIONS

11.1 Grant Approval

- 11.1.1 Groups shall be notified via email if their application has been successful.

11.2 Approval documents

- 11.2.1 Groups will agree to follow the conditions set out by the Groups Regulations and Grant Procedures by signing the MGA Graduate Group Grant Agreement (Grant Agreement) prior to receipt of their Grant as set out in Schedule 1.

11.3 Payment of Grant

- 11.3.1 MGA Grants will be transferred to a designated Department cost centre and fund.

- 11.3.2 Groups who do not have access to a Department cost centre and fund may, at the discretion of the MGA, have the funds:

- 11.3.2.1 Allocated as a pre-approved reimbursement after an Event has been run; or

- 11.3.2.2 Allocated to the Group's private bank account; or

11.3.2.3 Allocated to an MGA-managed bank account, and the Group provided with an Expense card.

12 SUPPORT

12.1 MGA can provide, subject to availability:

12.1.1 a single point of contact for the managing MGA Staff Member;

12.1.2 Basic photocopying and printing of promotional material for the Group;

12.1.3 Loan of Event equipment;

12.1.4 MGA Speaker at Events to promote the MGA's services and Events;

12.1.5 Guidance on compliance to relevant rules and regulations, including, but not limited to, Monash University rules and regulations;

12.1.6 Event Risk Management Plan (ERMP) assistance and approval if an appropriate faculty member or staff is unable to be found;

12.1.7 Site visits to ensure compliance to relevant laws, regulations, policies and procedures;

12.1.8 Venue hire of MGA Spaces; and

12.1.9 MGA merchandise.

12.2 The MGA encourages Groups to acknowledge the support of the MGA in any promotional material they create.

12.2.1 Groups must let the MGA know at least 14 days in advance should they wish to use the MGA's logo and branding.

13 MONITORING OF GRANT ACTIVITY

13.1 Keeping us informed

13.1.1 Groups should let the MGA know if anything is likely to affect your approved Events and organisation.

13.1.1.1 This includes changes to the nature of the Event held or the cancellation of Events.

13.1.2 Groups should also let us know of any changes to their:

13.1.2.1 Name of Group;

13.1.2.2 Nominated contact details for the Grant;

13.1.2.3 Changes in social media and website details; and

13.1.2.4 Managing Group members.

13.1.3 If Groups become aware of a breach under the Groups Regulations and/or Grant Procedures, Groups must let the MGA know immediately.

13.1.4 Groups who wish to use the MGA's logo, merchandise and any other support should request permission from the MGA at least 14 days in advance.

13.1.5 Risk Assessments

13.1.5.1 Groups must comply with University policies and procedures regarding the submission of Risk Assessments, Incident Reports and Event Risk Management Plans.

13.1.5.2 Should a Group be unable to comply, they must notify the MGA Staff Member as soon as reasonably practicable.

13.2 Reporting

13.2.1 The initial applicants for Grant from the MGA shall be responsible for the correct management and control of the Group's finances within the calendar year the Grant is allocated unless otherwise notified.

13.2.2 A Group must not commit themselves to spending more money than is available to them.

13.2.3 All Group income and expenses must be properly recorded and accounted for.

13.2.4 Groups should endeavour to not make a profit from any Monash University Graduate Student who attend their Events.

13.2.4.1 Any profits from Events must be invested back into the Group, and shown on the end of year audit.

13.3 Interim Report

13.3.1 Groups with year-long Grants must submit a brief summarising report of their year-to-date activities to the managing MGA Staff Member.

13.3.2 Reports are due by July 31 of the calendar year, or three months after they have been funded, taking the date which is further away.

13.3.3 If required, the managing MGA Staff Member may arrange a face-to-face meeting to discuss the progress of the Group.

13.4 Year End Audit

13.4.1 Groups must submit details of their Events, and profit and loss, to the MGA for audit annually at the end of the calendar year as set out in Schedule 2.

13.4.2 The MGA will give at least one month's written notice of the due date for audit submission to each Group.

13.4.3 Groups must submit their audit by the final audit deadline set by the MGA.

13.4.4 Audit requirements:

13.4.4.1 Statement of aims and objectives of the Group; and

13.4.4.2 Income and expenditure report for the calendar year; and

13.4.4.3 List of activities and approximate attendance numbers; and

13.4.4.4 Signed SSAF form stating that money provided by the Grant was spent on SSAF-approved activities.

13.4.5 Continuing Groups will not be approved for a Grant until the previous year's audit is received.

13.5 Compliance visits

13.5.1 From time to time, the MGA may wish to attend an approved Group Event to ensure the adherence to the necessary Laws, regulations, procedures and policies.

13.5.1.1 Groups will be notified 14 days prior to the Event, should a Compliance visit be scheduled.

13.5.1.2 Any issues found by the visiting MGA Staff Member shall be communicated to the relevant Event Lead.

13.5.1.3 Serious breaches may result in a halt in the Event until the breach is rectified.

13.5.2 Group may also request the MGA to hold a Compliance visit to better assist in the safe running of Events.

14 PENALTIES

14.1 Any Breaches, Illegal Acts or Omissions shall be referred to the MGA Staff Member and handled in accordance to the Groups Regulations.

SCHEDULE 1**MGA Graduate Groups Grants Agreement**

This Agreement shall be read in conjunction to the relevant MGA Grant Procedures and the MGA Groups Regulations and shall apply to all MGA Graduate Groups (Group) who have been provided a Grant by the MGA.

1. Undertaking the Group Activity

- a. The Group agrees to use the Grant and undertake all responsibilities and activities to complete the Group Activity in accordance with this Agreement.
- b. The Group agrees to meet the eligibility requirements relating to the Group Activity set out under the relevant MGA Grant Procedures and the MGA Groups Regulations at all times during the term of this Agreement.
- c. The Group and its members must abide by the MGA's Graduate Groups Code of Conduct when undertaking or promoting Group Events.

2. Acknowledgements

- a. Groups are encouraged to acknowledge the MGA's support in any material published in connection with this Agreement and agree to use any form of acknowledgment the MGA reasonably specifies.
- b. Groups who have not received approval from MGA prior to the Event must not use MGA's logo or branding.

3. Notices

- a. The Group agrees to promptly notify the MGA of anything reasonably likely to affect the performance of the Group Activity, including but not limited to, changes in personnel, any actual, perceived or potential conflict of interest which could affect the Group's performance of this Agreement and to act in goodwill to resolve the conflict.

4. Payment of the Grant

- a. The MGA agrees to pay the Grant to the Group in accordance with this Agreement.
- b. The parties agree that the amount of the Grant is excluded from GST obligations unless otherwise specified. The Group agrees to pay all taxes, duties and charges in connection with the performance of this Agreement.
- c. The Group must on request provide the MGA with a tax invoice before the MGA is obliged to pay any amount under this Agreement.

5. Spending the Grant

- a. The initial applicants for the Grant from the MGA shall be responsible for the correct management and control of the Group's finances within the calendar year the Grant is allocated unless otherwise specified.
- b. A Group must not commit themselves to spending more money than is available to them.
- c. The Group also agrees to:
 - i. Expend the Grant received only on a purpose that relates to the provision of any of the services listed in clause 19-38(4) *Higher Education Support Act 2003* (Cth) as outlined in Section 9.2 of the MGA Grant Procedures; and
 - ii. Not use the Grant received on a purpose that relates to the provision of any of the services listed in clause 19-38 (1)-(2) *Higher Education Support Act 2003* (Cth), as outlined in Section 9.3 of the MGA Grant Procedures.

6. **Repayment**
 - a. If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement, the Group agrees to repay that amount to the MGA, unless the MGA agrees in writing otherwise.
7. **Record keeping**
 - a. The Group agrees to maintain all records pertaining to the performance of the Group Activity and the expenditure of the Grant for the calendar year and to make them available to the MGA on request.
 - b. To ensure all Group income and expenses must be properly recorded and accounted for, the Group must provide an audit, in the form required by the MGA at the end of each calendar year.
8. **Personal or Confidential Information**
 - a. When dealing with Personal Information (as defined in the Privacy Act 1988) in carrying out the Grant Activity, the Group agrees not to do anything which, if done by the MGA, would be a breach of the *Privacy Act* 1988 (Cth) or the MGA Privacy Regulations.
9. **Grant Activity material**
 - a. The Group gives (or procures for) the MGA a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the MGA under this Agreement. This includes a right to sub-license that material.
10. **Licences and approvals**
 - a. The Group must ensure that they have completed all the required and relevant training required by Monash OHS for student-run Events.
 - b. Groups must ensure the Event being run has been approved by an Event Risk Management Plan (ERMP). The Group should also provide a copy of the ERMP to the MGA, either as a risk approver, or a peer reviewer.
 - c. The Group must ensure that all persons engaged to work on the Group Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by Monash University, including but not limited to an Australian Business Number (ABN), Public Liability Insurance, Food Handling Certificates, Responsible Service of Alcohol, Working with Children checks and Working with Vulnerable People checks.
 - d. The Group must ensure that any subcontract entered into by the Group for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.
11. **Liability**
 - a. The MGA cannot be held responsible for any costs, damages or liabilities incurred as a result of:
 - i. Any illnesses or injuries which arise during or as a result of the Grant Activities; or
 - ii. Any medical treatment required as a result of the Grant Activities; or
 - iii. Unauthorised or unlawful behaviour on the part of the Group and any of its members including child or children in their care resulting in the loss, damage or harm to anyone; or
 - iv. Unauthorised behaviour on the part of the Group and any of its members leading to criminal or civil action against them; or
 - v. Any other Event outside of the MGA's control.

12. Indemnity

- a. The Group shall indemnify the MGA its related entities, officers, directors and employees, from and against any and all claims, losses, liabilities, damages, settlements, expenses, and costs (including legal costs on a solicitor and own client basis) that arise out of or relate to any breach by the Group of these terms or by any third party of the obligations it undertakes under any associated Agreement.

13. General provisions

- a. A Group is not by virtue of this Agreement an employee, agent, representative or partner of the Monash Graduate Association.
- b. This Agreement may only be varied by the parties' signed written agreement.
- c. Section 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.
- d. The Group may be contractually or otherwise obligated to comply with Monash University rules in addition to these Terms and Conditions. In specific circumstances, failing to comply with Monash University rules may result in disciplinary action against Group members by the University. The Group acknowledges its responsibility to make relevant inquiries about compliance requirements, and take all necessary steps to meet any such requirements.
- e. Failure to comply may result in a penalty deemed appropriate via the relevant Grant Procedures or MGA Groups Regulations.

By Signing this document, the authorised representatives of [GROUP NAME] agree to abide by the terms and conditions set up this agreement.

.....
 [GROUP NAME] Member (signature) (Print name) date

.....
 [GROUP NAME] Member (signature) (Print name) date

.....
 [GROUP NAME] Member (signature) (Print name) date

in the presence of:

.....
 Witness (signature) (Print name) date

SCHEDULE 2**MGA GRADUATE GROUP GRANT AUDIT DOCUMENT***As per section 13.4 of the MGA Graduate Group Grant Procedure*

[YEAR]

Part One: Group information

Group name:

Department/School/Centre/Area:

Faculty:

Names of group organisers:

Statement of aims and objectives of the group:

Part Two: Income and expenditure report

INCOME

Item	Dates	Details	Amount
TOTAL INCOME			

EXPENSES

Item	Dates	Details	Amount
TOTAL EXPENSES			
NET POSITION (INCOME/EXPENSES)			

Part Three: List of activities and approximate numbers

Events

Name**Date****Attendance numbers**

Name	Date	Attendance numbers

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TOTAL EVENTS RUN

PART FOUR: Declaration of use of the Grant

The [GROUP NAME] confirms that it has abided by the MGA Graduate Groups Regulations and MGA Grant Procedure for the use of all money allocated to them by the MGA. Further, the Group agreed that it:

1. Expended the Grant received only on a purpose that relates to the provision of any of the services listed in clause 19-38(4) *Higher Education Support Act 2003 (Cth)* as outlined in Section 9.2 of the MGA Graduate Group Grant Procedure; and
2. Did not use the Grant received on a purpose that relates to the provision of any of the services listed in clause 19-38 (1, 2) *Higher Education Support Act 2003 (Cth)*, as outlined in Section 9.3 of the MGA Graduate Group Grant Procedure.

Signed for, and on behalf of, the [GROUP NAME] by its authorised representatives:

.....
[GROUP NAME] Member (signature) (Print name) date

.....
[GROUP NAME] Member (signature) (Print name) date

.....
[GROUP NAME] Member (signature) (Print name) date

in the presence of:

.....
Witness (signature) (Print name) date