MGA GRADUATE ORGANISER GRANT FUNDING PROCEDURE

Version 1.2
Updated January 2023

1. PURPOSE

The MGA may support, fund and affiliate with groups of Monash University graduate students who share a common interest and run activities primarily for graduate students enrolled at Monash University. Once affiliated, the MGA Graduate Groups will fall within the governance of the MGA.

2. OBJECTIVE

The objective of this procedure is to provide clarity on the support and funding available to Monash University graduate students who wish to organise an event of academic purpose for their peers. This procedure is intended to formalise the relationship between an unaffiliated organiser of graduate students and the MGA, so that the MGA can offer support as well as governance to all MGA Graduate Groups.

3. MEANINGS

3.1 **Conference** means a large-scale event normally over 1-2 days, designed for graduate students to share their research.

3.2 **Department** means graduate student departments, schools, courses and sub-faculty level Groups of Monash University.

3.3 **Event** means the seminar or conference the student is applying for.

3.4 **Funding** means the amount allocated to a seminar or conference by the MGA.

3.5 **Managing MGA staff member** means the Graduate Groups Officer or nominee.

3.6 **MGA** means the Monash Graduate Association

3.7 **Organiser** means the students who apply for the funding to run their event.

3.8 **Seminar** means a small-scale event typically with a duration of an hour or two, to bring together students to enhance their academic studies.

4. GENERAL

4.1 This funding procedure covers both the MGA Seminar Organiser Grant and MGA Conference Organiser Grant funding schemes, which sit under the MGA Graduate Groups Regulations.

4.2 The Event(s) run should be to the benefit of all Monash graduate students in the nominated field of study.

4.3 Organiser funding applications may be submitted at any time during the calendar year for which the specified event is to be run, up to one month prior to the event.

4.4 Funding cannot be granted after an event has taken place.

4.5 Organisers are only eligible to apply for one conference per Department/School per year.

4.6 Organisers are only eligible to apply for one seminar per Department/School per semester. Students may apply for funding up to twice per year.

4.7 Applications will be responded to by the managing MGA staff member within five (5) working days.

4.8 Applications require the following evidence:
    4.6.1 Full contact details of three (3) managing students who are organising the event on behalf of their department;
    4.6.2 Full contact details of a supporting staff member who can verify the student cohort and manage funds once transferred to the department for student use;
    4.6.3 Planned Event information including date, presenters, location;
    4.6.4 The roles and responsibilities of the organising committee;
    4.6.5 The expected attendance numbers, and audience composition; and
    4.6.6 How the funding is to be spent.

4.7 The MGA managing staff member will consider the application and will either:
    4.7.1 Accept the funding application and contact the listed staff contact to confirm details; and/or
    4.7.2 Direct the organisers to revise the application; or
    4.7.3 Reject the application.

4.8 Possible grounds for rejection of an application include:
    4.8.1 The event is not be confirmed or supported by the listed staff member; or
    4.8.2 The application is submitted late (less than one month prior to the event); or
    4.8.3 The event does not appear to be appropriate for the MGA to fund. This decision may be made at the discretion of the managing MGA staff member.

4.9 Should an application be rejected, groups have five (5) working days to appeal the decision.

4.10 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 similar applications may be lodged within the same calendar year.

4.11 Groups are required to complete an "Organiser Grant Survey" on completion of their event, and return it to the MGA managing staff member within ten (10) working days of the event being held. See Schedule 2 and 3.

5. FINANCIAL

5.1 The initial applicants for funding from the MGA shall be responsible for the correct management and control for the duration of the Event for which the funds are allocated for.

5.2 Organisers must not commit themselves to spending more money than is available to them.

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

5.4 MGA funding will be transferred to a designated departmental cost centre and fund.

5.5 Groups who do not have access to a departmental cost centre and fund may, at the discretion of the MGA, have the funds:
    5.5.1 Allocated as a pre-approved reimbursement after an event has been run; or
    5.5.2 Allocated to the Group's private bank account; or
    5.5.3 Allocated to an MGA-managed bank account, and the Group provided with an Expense card.

5.6 Funding schema:

Type	Funding per Monash Graduate student	Funding per extra person	Maximum allocated funding amount per event	Number of applications per year
Seminar	$20	$10	$300	2
Conference	$25 per day	$15 per day	$2000 per day, maximum 2 days	1

5.6.1 Exemplar seminar funding calculation: Application to hold a seminar to be attended by 10 Monash graduate students and 5 PostDocs. Seminar would be funded $250 (10 *x* $20 + 5 *x* $10).

5.6.2 Exemplar conference funding calculation: Application to hold a conference to be attended by 50 Monash graduate students and 20 Melbourne University graduate students over 2 days. Conference would be funded $3100 ((50 *x* $25 + 20 *x* $15) *x* 2).

5.7 Groups who offer sponsorship packages only will be funded based on:
5.7.1 The number of Monash Graduate students who are purported to be attending.
5.7.2 The funded amount will be the highest sponsorship package without going over the available potential funds calculated under section 3.3.
5.7.3 Exemplar sponsorship funding calculation: Application to hold a conference to be attended by 10 Monash graduate students and 20 Melbourne University graduate students. The maximum funding amount would be $250 (10 x $25). The Sponsorship packages are $200, $300 and $500. Group will be funded $200.
5.7.4 If potential funding is less than all sponsorship packages, the MGA managing staff member has the discretion to discuss with the Group other arrangements.

5.8 All final funding amounts are at the discretion of the MGA, and funding figures provided are indicative guides only and shown as the maximum funding amounts possible to be allocated.

5.9 Groups will agree to follow the conditions set out in the MGA Graduate Groups Funding Scheme Code of Conduct prior to receipt of their funding as set out in Schedule 1.

6. SUPPORT

6.1 MGA can provide, subject to availability:
6.1.1 a single point of contact for the managing MGA staff member;
6.1.2 Basic photocopying and printing of promotional material for the Group;
6.1.3 Loan of event equipment; and
6.1.4 MGA merchandise (notepads, pens, novelty items).

6.2 The MGA encourages student groups to acknowledge the support of the MGA in any promotional material they create.

MGA Graduate Groups Funding Scheme
Code of Conduct

This code of conduct applies to all funding recipients under the MGA Graduate Groups Funding Scheme and is subject to the Monash Graduate Association (MGA) Groups Regulations and Procedures.

This code applies to graduate students and student groups receiving:

- Seminar Organiser Funding Grant
- Conference Organiser Funding Grant
- Departmental Group Funding Grant
- Special Interest Group Funding Grant

This code of conduct sets out the MGA's expectations of behaviour of students supported through funding provided by the MGA. The requirements of behaviour are designed to foster an environment of support, sense of belonging, understanding, fairness, inclusion, and mutual respect, for all members of the Monash Graduate community. Members of the MGA and its affiliated graduate groups are entitled to feel safe when participating in MGA supported programs, events and activities.

In agreeing to receive MGA funding under the MGA Graduate Groups Funding Scheme, you and the members of your student group agree to abide by the following code of conduct when undertaking or promoting group events.

1. I will not behave in, or encourage others to behave in, a way which breaches the Monash University Student Charter, Monash Media Social Media Policy, or Monash University Ethics Statement Policy.
2. I will treat others with respect, courtesy, and consideration at all times.
3. I will behave in a fair, responsible, and honest manner when engaging with others.
4. I will actively contribute to ensuring a safe environment for those around me, and not engage in risks which will endanger myself or others.
5. I will not damage or misuse any MGA or University property (including equipment and resources).
6. I will not engage in or use language or behaviour that is inappropriate, discriminatory, harassing, abusive, sexual, demeaning or culturally inappropriate.
7. I will treat all others with respect regardless of age, race, colour, sex, sexual orientation, gender identity, breastfeeding, physical or mental disability, marital status, family/carer responsibilities, religion, physical features, political opinion, pregnancy, language, political or religious beliefs or activities, national, ethnic descent or social origin.
8. I will comply with local laws and not engage in any form of illegal activity.

Signed for, and on behalf of, the [insert group name here] by its authorised representatives

………
[insert group name here] Chair (signature)   (Print name)   date

………
 [insert group name here] Finance Officer (signature)   (Print name)   date

………
[insert group name here] Events Manager (signature)   (Print name)   date

in the presence of:

………
Witness   (signature)   (Print name)   date

MGA CONFERENCE ORGANISER GRANT - SURVEY

To be completed post-conference.

CONFERENCE DETAILS	
Conference name	
Department/School	
Faculty	
Organising students	
Conference attendance numbers (approx.)	
Monash Graduate Students	
Other attendees	
Number of students who presented	
CONFERENCE REVIEW	
Was your conference a success?	
Was it easy to organise your conference?	
Is there anything the MGA could do to assist in organising your conference?	
Was the funding provided by MGA sufficient?	
Did you receive funding from any other sources?	
Section for comment on MGA merchandise	
Section for general comments	

Please return this survey within 10 days of the completion of your conference.
Any questions, contact the MGA Graduate Groups Officer mga-gradgroups@monash.edu or 9905 3682.

MGA SEMINAR ORGANISER GRANT - SURVEY

To be completed post-seminar.

SEMINAR DETAILS	
Seminar name	
Department/School	
Faculty	
Organising students	
Seminar attendance numbers (approx.)	
Monash Graduate Students	
Other attendees	
Type of Seminar *i.e. Visiting academic, student showcase*	
SEMINAR REVIEW	
Was your seminar a success?	
Was it easy to organise your seminar?	
Is there anything the MGA could do to assist in organising your seminar?	
Was the funding provided by MGA sufficient?	
Did you receive funding from any other sources?	
Section for comment on MGA merchandise	
Section for general comments	

Please return this survey within 10 days of the completion of your seminar.
Any questions, contact the MGA Graduate Groups Officer mga-gradgroups@monash.edu or 9905 3682.