

# **MGA GRADUATE ORGANISER**

## **GRANT PROCEDURES**

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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.

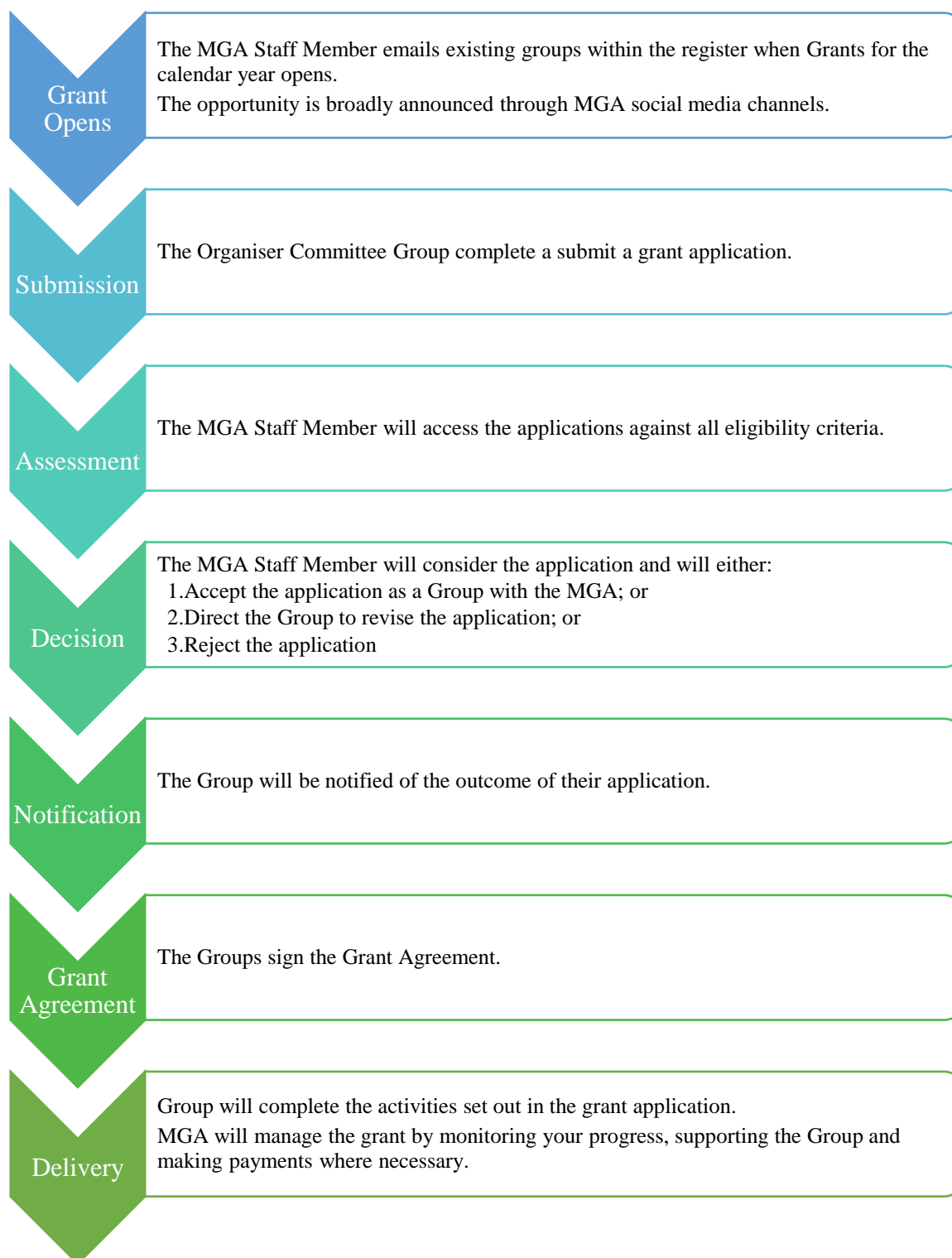
## 3 OBJECTIVE

The objective of this procedure is to formalise and provide clarity on the support and funding available to Monash University Graduate Students who wish to organise an Event of academic purpose for their peers.

## 4 MEANINGS

- 4.1 **Conference** means a large-scale Event normally over 1-2 days, designed for graduate students to share their research.
- 4.2 **Department** means Monash University Graduate Student departments, schools, courses and sub-faculty level Organiser Committee Groups.
- 4.3 **Event** means the seminar or conference the student is applying for.
- 4.4 **Event Lead** means the person who is managing the Event.
- 4.5 **Expense Card** means the debit card linked to an MGA-managed financial platform.
- 4.6 **Grant** means the money awarded to an Organiser Committee Group to organize the Event.
- 4.7 **Grant Procedures** means the MGA Graduate Organiser Grant Procedures
- 4.8 **Group** means MGA Graduate Group.
- 4.9 **Groups Regulations** means the MGA Graduate Groups Regulations.
- 4.10 **MGA** means the Monash Graduate Association Incorporated.
- 4.11 **MGA Staff Member** means the Graduate Groups Officer or nominee.
- 4.12 **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.
- 4.13 **Organiser Committee Group** means the group of people who are organizing the Event.
- 4.14 **Seminar** means a small-scale Event typically with a duration of an hour or two, to bring together graduate students to enhance their academic studies.
- 4.15 **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 Conference Organiser Grant

6.1.1.1 The Conference Organiser Grant is designed to help Monash University Graduate Students who want to organise a conference in their discipline to bring together peers to share their work.

6.1.2 Seminar Organiser Grant

6.1.2.1 The Seminar Organiser Grant is designed to help graduate students who want to organise a small event to bring together students from their area to enhance their academic studies.

## 7 GRANT AMOUNT

7.1 Grant amounts will be dependent on the nature of the Event:

7.1.1 For fully in-person Events, 100% of the eligible Grant amount, up to the individual limit.

7.1.2 For online Events, 10% of the eligible amount, up to the individual limit.

7.1.3 Percentage limits shall be applied prior to the maximum allocated Grant cap.

7.2 Grant schema:

Type	Amount per Monash University Graduate Student	Amount per extra person	Maximum allocated Grant amount per Event	Number of applications per year
Seminar	\$20	\$10	\$300	2
Conference	\$25 per day	\$15 per day	\$2,000 per day, maximum 2 days	1

7.2.1 Example Seminar Grant calculation: Application to hold a seminar to be attended by 10 Monash University Graduate Students and 5 PostDocs. Seminar would be granted \$250  $((10 \times \$20) + (5 \times \$10))$ .

7.2.2 Example Conference Grant calculation: Application to hold a conference to be attended by 80 Monash University Graduate Students and 20 Melbourne University graduate students over 2 days. Conference would be granted \$4,000 based on Maximum \$2,000 per day  $\times 2$ , as  $(80 \times \$25) + (20 \times \$15) = \$2,300$ .

7.2.3 Example Conference Grant calculation: Application to hold an online conference to be attended by 80 Monash University Graduate Students and 20 Melbourne University graduate students over 2 days. Conference would be granted \$460 based on  $((((80 \times \$25) + (20 \times \$15)) \times 10\%) \times 2) = \$230 \times 2$ .

7.3 Organiser Committee Groups who offer sponsorship packages may be funded based on:

7.3.1 The number of Monash University Graduate Students estimated to be attending.

- 7.3.2 The funded amount will be the highest sponsorship package without exceeding the available Grant amount calculated under section 7.2.
- 7.3.3 Example sponsorship Conference or Seminar Grant calculation: Application to hold a conference to be attended by 10 Monash University Graduate Students and 20 Melbourne University graduate students. The maximum Grant amount would be \$250 (10 x \$25). The Sponsorship packages are \$200, \$300 and \$500. Organiser Committee Group will be granted \$200 as this is the highest sponsorship package that does not exceed \$250.
- 7.3.4 If potential Grant is less than all sponsorship packages, the MGA Staff Member has the discretion to discuss with the Organiser Committee Group other arrangements.
- 7.4 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 Organiser Committee Groups should comprise of a majority of (currently enrolled) Monash University Graduate Students.
- 8.1.1 Organiser Committee Groups who do not fulfil this requirement will be considered under a sponsorship package outlined in section 7.3 only.
- 8.1.2 The same annual application limits shall apply.
- 8.2 Organiser Grant applications may be submitted at any time.
- 8.3 Organiser Committee Groups are only eligible to apply for one Conference per Department per year.
- 8.4 Organiser Committee Groups are only eligible to apply for one Seminar per Department per semester. Students may apply for Grants up to twice per year.
- 8.5 Annual application limits are applied unless a specific case-by-case exception has been granted by the MGA Staff Member. Exceptions include but are not limited to:
- 8.5.1 Where Departments have multiple physical locations (such as a Clayton division and an Alfred division); or
- 8.5.2 Organiser Committee Groups are targeting different students (coursework and higher degree research); or
- 8.5.3 Organiser Committee Groups are Course or degree specific.
- 8.6 Event must meet the following requirements:
- 8.6.1 The Event(s) run should be to the benefit of all Monash University Graduate Students in the nominated field of study; and
- 8.6.2 The Event must not be within the next 30 days or already passed at time of application; and
- 8.6.2.1 For an Event within falling in within January and February of a calendar year, Grant applications may be received in the previous calendar year.
- 8.6.3 Event must not already be presently funded under the MGA Organiser Grant but may

be listed as an Existing Group's event under the MGA Graduate Group Grant Procedure.

8.6.4 Considered a low or medium risk Event based on Monash University's Safety and Risk Analysis Hub (SARAH).

8.6.4.1 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 run 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 Organiser Committee 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 An Organiser Committee 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 An Organiser Committee 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:

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

9.3.1.2.1 a local government body;

9.3.1.2.2 a student or representative association.

9.4 Additionally, the Grant may not be used:

9.4.1 To discriminate against protected attributes;

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

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

9.4.4 Contrary to the purposes of SSAF;

9.4.5 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 MGA Staff Member for more information and exact dates.

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 Seminar Organiser Grant 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.

10.1.2 Conference Organiser Grant 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.

10.1.3 For Event within falling in within January and February of the calendar year, applications may be for received in the previous calendar year.

10.2 To receive a Organiser Grant, applicants must provide:

10.2.1 The full contact details of three (3) managing Monash University Graduate Students who are organising the Event on behalf of their Department; and

10.2.2 The full contact details of a supporting staff member who can verify the number of Monash University Graduate Students and manage the Grant once transferred to the Department for student use; and

10.2.3 The details of the Organiser Committee Group including name, contact details, social media links, member composition, roles and responsibility; and

- 10.2.4 The planned Event including date, presenters, location; and
  - 10.2.5 The expected attendance numbers, and audience composition; and
  - 10.2.6 How the Grant is to be spent; and
  - 10.2.7 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 Whether the application was submitted in a reasonable time;
  - 10.3.2 Number of Grants awarded to a particular faculty or Group in any given calendar year;
  - 10.3.3 Contribution made by the Organiser Committee Group and their Event to university life and the MGA's public profile;
  - 10.3.4 Number of participants taking part in or benefiting from the Event;
  - 10.3.5 Extent of planning undertaken for the Event;
  - 10.3.6 Location of the proposed Event;
  - 10.3.7 Estimated budget of the proposed Event;
  - 10.3.8 Extent to which the Event furthers its stated objectives;
  - 10.3.9 Degree of support from relevant organisations and stakeholders, including other organisations, and Monash University Department for the Event;
  - 10.3.10 Any associated costs or charges paid by attendees to attend the Event;
  - 10.3.11 Whether students gain a direct or indirect benefit from being awarded the Grant such as academic credit;
  - 10.3.12 Any such reasonable criteria as the MGA deems appropriate for the requirements of SSAF.
- 10.4 Should an application be rejected, Organiser Committee Group 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 similar applications, may be lodged within the same calendar year.

## **11 SUCCESSFUL GRANT APPLICATION**

### **11.1 Grant Approval**

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

### **11.2 Approval documents**

- 11.2.1 Organiser Committee 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 Grant will be transferred to a designated Department cost centre and fund.
- 11.3.2 Organiser Committee Groups who do not have access to a Department cost centre and fund may, at the discretion of the MGA, have the Grant:
  - 11.3.2.1 Allocated as a pre-approved reimbursement after an Event has been run; or
  - 11.3.2.2 Allocated to the Organiser Committee Group's private bank account; or
  - 11.3.2.3 Allocated to an MGA-managed bank account, and the Organiser Committee Group provided with an Expense card.

## 12 SUPPORT

- 12.1 MGA can provide approved Groups, 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 Guidance on compliance to relevant rules and regulations, including, but not limited to, Monash University rules and regulations;
  - 12.1.5 Event Risk Management Plan (ERMP) assistance and approval if an appropriate faculty member or staff is unable to be found;
  - 12.1.6 Site visits to ensure compliance to relevant laws, regulations, policies and procedures;
  - 12.1.7 Venue hire of MGA Spaces; and
  - 12.1.8 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 Organiser Committee Group;

13.1.2.2 Nominated contact details for the Grant; and

13.1.2.3 Organiser Committee 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 or require merchandise and guest speakers should request permission from the MGA 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 Compliance visits

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

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

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

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

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

13.3 End of Event Reporting

13.3.1 Groups are required to complete an "Organiser Grant Survey" on completion of their Event, and return it to the MGA Staff Member within ten (10) working days of the Event being held. See Schedule 2 and 3.

## 14 PENALTIES

14.1 Any Breaches, Illegal Acts or Omissions shall be referred to the MGA Staff Member and handled in accordance to the MGA Graduate 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 CONFERENCE ORGANISER GRANT - SURVEY**

*To be completed post-conference.*

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

Please return this survey within 10 days of the completion of your conference.

Any questions, contact the MGA Staff Member at [mga-gradgroups@monash.edu](mailto:mga-gradgroups@monash.edu) or 9905 3682.

**SCHEDULE 3**

**MGA SEMINAR ORGANISER GRANT - SURVEY**

*To be completed post-seminar.*

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

Please return this survey within 10 days of the completion of your seminar.

Any questions, contact the MGA Staff Member [mga-gradgroups@monash.edu](mailto:mga-gradgroups@monash.edu) or 9905 3682.