MGA GRADUATE GROUP 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 form or belong to a group of students with similar interests. This procedure is intended to formalise the relationship between an unaffiliated group 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 Department means graduate student departments, schools, courses and sub-faculty level Groups of Monash University.
3.2 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.
3.3 Expense Card means the debit card linked to an MGA-managed financial platform, such as Budgetly.
3.4 Funding means the amount allocated to a Group by the MGA.
3.5 Group means MGA Graduate Group.
3.6 Managing MGA staff member means the Graduate Groups Officer or nominee.

4. GENERAL
4.1 This funding procedure covers both the MGA Departmental Group Grant and MGA Special Interest Group Grant funding schemes, which sit under the MGA Graduate Groups Regulations.
4.2 Applicant Groups must be run by Monash graduate students, for Monash graduate students only. Exceptions to this can include:
   4.2.1 Monash University honours students within the same departmental cohort; or
   4.2.2 University staff members within the department for special events; or
   4.2.3 Graduate students from other institutions who share the same research or teaching location; or
4.3 Graduate students from other institutions who study in the same field and/or have a shared academic interest. Events run should be:
   4.3.1 to the benefit of all Monash Graduate students within your Group’s area; and
   4.3.2 open to all Monash Graduate students within your Group’s area; and
   4.3.3 advertised to all Monash Graduate students within your Group’s area.

4.4 Only one Group per department will be funded. Exceptions may be granted on a case-by-case basis where departments have multiple physical locations (such as a Clayton division and an Alfred division) or a faculty that is not divided into departments (such as Education).

4.5 Groups may not receive funding from the MGA while also in receipt of funding from another Monash University student association, without direct application to the MGA for an exemption.

4.6 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.

4.7 Groups may choose to charge:
   4.7.1 A fee to members for a specific event but only in order to recover costs incurred over and above the funding received from the MGA; or
   4.7.2 A membership or participation fee to members who are not currently enrolled Monash University graduate students.

4.8 If evidence is discovered which demonstrates that a Group is partaking in any illegal act or omission, the Group may be immediately disassociated from the MGA, and its funding revoked by the MGA.
   4.8.1 If the act is deemed accidental, the MGA will issue a written warning. The Group will be given two (2) days to cease the illegal activity.

4.8 Groups with year-long funding must submit a brief summarising report of their year-to-date activities to the managing MGA staff member by July 31 of the calendar year. If required, the managing MGA staff member may arrange a face-to-face meeting to discuss the progress of the student Group.

5. APPLICATION GUIDELINES

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

5.2 Departmental Group funding applications will be responded to by the managing MGA staff member within 20 working days of receipt.

5.3 New Special Interest Group funding applications may be submitted at any time.

5.4 New Special Interest Group funding applications will be responded to by the managing MGA staff member within five (5) working days of receipt.

5.5 Ongoing Special Interest Group applications may be submitted by at any point during the funding year for which they apply, with a final cut-off date for applications of 30 September.

5.6 Ongoing Special Interest Group applications will be responded to by the managing MGA staff member within 20 working days of receipt.
5.7 To receive Group funding, applicants must:
   5.7.1 Receive support from their faculty or department if applying for Departmental funding; or
   5.7.2 have submitted an Expression of Interest form, and run at least one successful event if applying for a Special Interest Group funding; and
   5.7.3 Submitted a Departmental Group Funding application form to the MGA by the funding cut-off date.

5.8 Groups must meet the following requirements:
   5.8.1 Understand the cohort to which they are providing events, and as such, have stated aims and objectives that offer educational or social benefits to graduate students; and
   5.8.2 Provide a list of planned events and supporting budget for these events; and
   5.8.3 Agree to spend the funding provided by the MGA on SSAF-approved events only (pursuant to section 6.16).

5.9 Applications require the following evidence:
   5.9.1 Full contact details of three (3) managing students who are applying for the funding on behalf of their department;
   5.9.2 Full contact details of a supporting staff member who can verify the student cohort and confirm that funds can be transferred to the department for student use for Departmental Group funding applications;
   5.9.3 Number of students within the faculty cohort;
   5.9.4 Evidence of plans to hold at least two (2) activities in the interest of graduate students in the Group;
   5.9.5 All persons enrolled in the particular department are automatically granted membership to the Group, at no cost;
   5.9.6 That Groups will agree to submit an audit at the end of the calendar year or funding period outlining income and expenses.

5.10 The MGA managing staff member will consider the application and will either:
   5.10.1 Accept the association of the Group to the MGA; or
   5.10.2 Direct the Group to revise the application; or
   5.10.3 Reject the application.

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

5.12 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.

6. FINANCIAL

6.1 The initial applicants for funding from the MGA shall be responsible for the correct management and control of the Group’s finances within the calendar year the funds are allocated.

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

6.3 All Group income and expenses must be properly recorded and accounted for.
6.4 MGA funding will be transferred to a designated departmental cost centre and fund.

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

6.5.1 Allocated as a pre-approved reimbursement after an event has been run; or
6.5.2 Allocated to the Group’s private bank account; or
6.5.3 Allocated to an MGA-managed bank account, and the Group provided with an Expense card.

6.6 Groups should endeavour to not make a profit from any students who attend their events.

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

6.7 Funding is only allocated for use within the calendar year it was applied for.

6.8 Funding Schema:

<table>
<thead>
<tr>
<th>Type</th>
<th>Funding per Monash Graduate student</th>
<th>Maximum allocated funding amount per semester</th>
<th>Maximum allocated funding amount per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Group</td>
<td>$25</td>
<td>$2500</td>
<td>$5000</td>
</tr>
<tr>
<td>Special Interest Group</td>
<td>$25</td>
<td>$2500</td>
<td>$5000</td>
</tr>
</tbody>
</table>

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

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

6.10 Group funding should not be used 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.

6.11 Group funds may not be used for the purposes of paying stipends or honoraria to, or for the personal expenses of any Group member.

6.12 Unused Group funding will be rolled over into the following year. The amount of remaining funds will be taken into consideration for the following year’s application.

6.13 Should a Group not apply for continued funding with 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 funding within the first 3 months of the next calendar year, or return the funds to the MGA.

6.14 Group expenditure is governed by the *Higher Education Support Act* clause 19-38, as outlined in section 6.15 and 6.16.
6.15 A Group must not spend their funding to support:
   6.15.1 a political party; or
   6.15.2 the election of a person as a member of:
      6.15.2.1 the legislature of the Commonwealth, a State or a Territory; or
      6.15.2.2 a local government body.

6.16 A Group must only spend the allocated funding on the provision of one, or more, of the following services:
   6.16.1 providing food or drink to students on a campus of the higher education provider;
   6.16.2 supporting a sporting or other recreational activity by students;
   6.16.3 supporting the administration of a club most of whose members are students;
   6.16.4 promoting the health or welfare of students;
   6.16.5 helping students obtain employment or advice on careers;
   6.16.6 supporting debating by students;
   6.16.7 supporting an artistic activity by students;
   6.16.8 supporting the production and dissemination to students of media whose content is provided by students;
   6.16.9 helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;
   6.16.10 advising on matters arising under the higher education provider’s rules (however described);
   6.16.11 advocating students’ interests in matters arising under the higher education provider’s rules (however described);
   6.16.12 giving students information to help them in their orientation;
   6.16.13 helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.

6.17 Groups will agree to follow the conditions set out in section 6.15 and 6.16 by signing the MGA Graduate Student Group Grant Funding Agreement prior to receipt of their funding as set out in Schedule 1.

6.18 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 2.

7. **AUDIT**

7.1 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 3.

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

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

7.4 Audit requirements:
   7.4.1 Statement of aims and objectives of the Group; and
   7.4.2 Income and expenditure report for the calendar year; and
   7.4.3 List of activities and approximate attendance numbers; and
   7.4.4 Signed SSAF form stating that money provided by the MGA funding scheme was spent on SSAF-approved activities.

7.5 Continuing Groups will not be approved funding until the previous year’s audit is received.
8.  SUPPORT

8.1 MGA can provide, subject to availability:
   8.1.1 a single point of contact for the managing MGA staff member;
   8.1.2 Basic photocopying and printing of promotional material for the Group;
   8.1.3 Loan of event equipment;
   8.1.4 Venue hire of the MGA Seminar room; and
   8.1.5 MGA merchandise (notepads, pens, novelty items).

8.2 The MGA encourages student Groups to acknowledge the support of the MGA in any promotional material they create.
MGA Graduate Student Group Grant Funding Agreement

The [insert group name here] agrees to abide by Monash Graduate Association Graduate Groups Regulations and Procedure for the use of all money allocated to them by the MGA. Further, the group agrees to:

1. Expend the funds 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 as outlined in Section 6.16 of the MGA Graduate Student Group Funding Regulations; and
2. Not use the funds 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, as outlined in Section 6.15 of the MGA Graduate Student Group Funding Regulations.

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] Event Manager (signature) (Print name) date

in the presence of:

Witness (signature) (Print name) date
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
SCHEDULE 3

MGA GRADUATE STUDENT GROUP FUNDING AUDIT DOCUMENT

As per section 7 of the MGA Graduate Student Group Funding regulations

[YEAR]

Part One: Group information

Group name:

_________________________________________________________________________________________________________

Department/School/Centre/Area:

_________________________________________________________________________________________________________

Faculty:

_________________________________________________________________________________________________________

Names of group organisers:

Chair:_______________________________________________________________

Finance Officer:_____________________________________________________

Events Manager:_____________________________________________________

Others:_____________________________________________________________

Statement of aims and objectives of the group:

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________
## Part Two: Income and expenditure report

### INCOME

<table>
<thead>
<tr>
<th>Item</th>
<th>Dates</th>
<th>Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL INCOME**

### EXPENSES

<table>
<thead>
<tr>
<th>Item</th>
<th>Dates</th>
<th>Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES**

**NET POSITION (INCOME/EXPENSES)**
Part Three: List of activities and approximate numbers

<table>
<thead>
<tr>
<th>Events</th>
<th>Name</th>
<th>Date</th>
<th>Attendance numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL EVENTS RUN
PART FOUR: Declaration of use of funds

The _________________________________ confirms that it has abided by the Monash Graduate Association Graduate Groups Regulations and Procedure for the use of all money allocated to them by the MGA. Further, the group agrees that it:

1. Expended the funds 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 as outlined in Section 6.16 of the MGA Graduate Student Group Funding Regulations; and
2. Did not use the funds 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, as outlined in Section 6.15 of the MGA Graduate Student Group Funding Regulations.

Signed for, and on behalf of, the _________________________________ 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 Officer (signature) (Print name) date

in the presence of:

Witness (signature) (Print name) date