

How-to: Request for Funding from Student Engagement

As funding derives from [SSAF](#), it is important that the funding is used by the student group on activities that enhance student experience, belonging and success. Funding must be used to benefit MQ students. SSAF guidelines will be taken into consideration when assessing the grant application.

THINGS TO CONSIDER BEFORE REQUESTING FUNDING:

Is your group eligible?

In order to be eligible for funding from Student Engagement, your group must:

- Be a Macquarie University affiliated student group;
- Have a MQ bank account set up with NAB. (Student Engagement can help you set your bank account if you do not have one).
- Have less than \$2000 in your bank account on the day of application.
- Adhere to Student Engagement's funding guidelines herein.

What can funding be used for?

Day-to-day operations and administration of your group

- Banner
- Merchandise
- Essential equipment

Advertising and Promotions

- O Week and other on campus activations
- Paid social media advertising
- Prizes for competitions
- Events /activities costs
- Catering
- Equipment for activities

What the group will not receive funding for?

University funding cannot be spent on:

- Purchase of alcohol, tobacco and illicit substances of any form;
- Student elections;
- Endorsement of a political party, MP or to cultivate political affiliations;
- Raising money for external charities;
- International travel;
- High-risk activities/events;
- Social dinners and/or
- Retrospective funding applications.

Reporting:

At the end of the year, the group will have to report back to the University on funding expenditure.