

# FUNDING ALLOCATION HANDBOOK

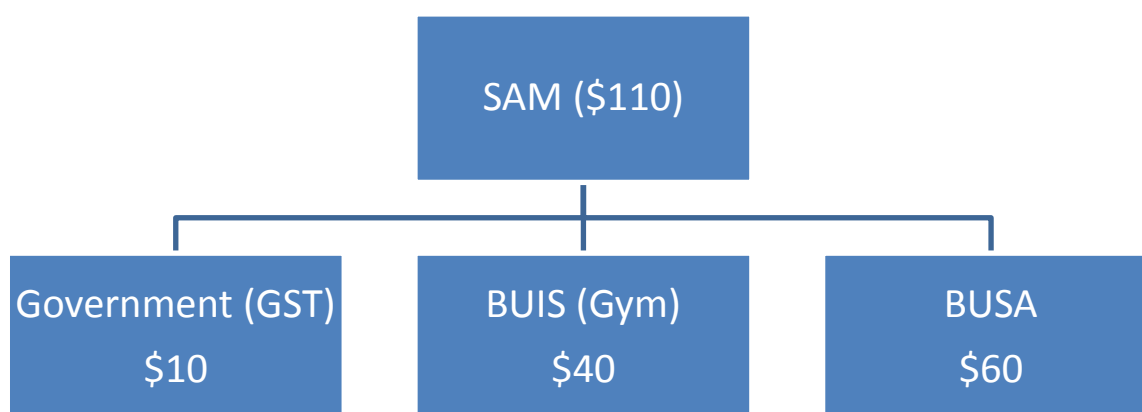


**BOND  
UNIVERSITY**  
STUDENT ASSOCIATION

## Overview

The Funding Allocation process is the means by which the Bond University Student Association (“BUSA”) distributes Student Activity Membership (“SAM”) funds amongst all student bodies on campus.

SAM was introduced following the Federal Government’s passage of the *Higher Education Support Amendment (Abolition of Compulsory Up-front Student Union Fees) Act*. Since July 1, 2006 compulsory Student Unionism has been abolished and in response to this SAM, a voluntary fee, was established at Bond University commencing in 063. The \$110 per semester fee is distributed between the Bond University Student Association (“BUSA”), the Bond University Institute of Sport (“BUIS”) and the government in taxes:



Of the \$60 that BUSA receives per SAM member, the money is divided between BUSA to fund a number of student services, for example BUSA’s weekly publication, *Scope*, and *Don’s* on a Thursday Night, as well as to subsidise all other Bond student groups. This includes the Faculty Student Associations (FSA’s) and all BUSA affiliated Cultural and Sporting Clubs.

Bond University has a diverse array of students from a variety of backgrounds and as such an extremely diverse group of cultural and sporting clubs. There are currently up to 60 Bond Clubs, hence it is a difficult task to divide SAM equitably.

## Handbook Reasoning

The Funding Allocation Review is being undertaken in response to a number of criticisms levelled at the current transparency and consistency of the process. Unfortunately, the voluntary nature of SAM limits BUSA’s ability to fund every single request that Clubs and Societies have, however BUSA is currently looking into diversifying its own revenue streams to lessen its dependence on SAM and also for ways to add value to SAM to encourage more students to become Student members.

Currently, the funding process does not provide publically available reasons for decisions, nor does it provide information on how to improve a funding request or even have an appeals process.

## Goals of the Funding Allocation Handbook

Review Goals	Implementation Strategies
<b>Establish an equitable Funding Allocation process</b>	<ol style="list-style-type: none"> <li>1. Require Funding Applicants to disclose their Membership Base</li> <li>2. Require Funding Applicants to fully disclose their financial position</li> <li>3. Require Funding Applicants to investigate and present accurate quotes for requested funds</li> </ol>
<b>Provide reasons for funding decisions</b>	<ol style="list-style-type: none"> <li>1. Publish reasons in “Comments” sections in the Allocation document</li> </ol>
<b>Have a formalised appeals process for any funding allocation decisions</b>	<ol style="list-style-type: none"> <li>1. Have a period of time for Clubs to discuss their funding allocations with the relevant BUSA directors</li> </ol>
<b>Investigate means of increasing the available pool of funding</b>	<ol style="list-style-type: none"> <li>1. Increase the value of SAM</li> <li>2. Diversify BUSA’s revenue streams</li> </ol>

## Funding Allocation Process

### Timeline

Event	Time*
<b>Receive “Funding Allocation Request Form”</b>	End of Week 1
<b>Submit “Funding Allocation Request Form”</b>	End of Week 2
<b>Sign up for Funding Allocation Meeting</b>	Monday-Wednesday, Week 3 (BUSA Office)
<b>Attend Funding Allocation Meeting</b>	Thursday and Friday, Week 3 (Student Lounge)
<b>Student Activities Membership Meeting with Senior Management (to approve Allocation)</b>	Week 4
<b>Funding Allocation Budget distributed</b>	End of Week 4

*\*Any change in the time of Club Sign on Day may affect this timeline to allow clubs time to process their Member Information*

The beginning of the Funding Application process will be announced by BUSA’s Treasurer who will send an email by the end of Week 1 of each semester. This email will call for funding requests for upcoming semester. The email will have attached to it this document to explain the process and also the Funding Allocation Request Form, where clubs are asked to provide details of all costs that will be incurred and all plans for the club for the remainder of the semester.

When the Funding Allocation Request Form is complete it should be emailed back to the Treasurer and the relevant Clubs and Societies Director by the end of Week 2 to allow time for the Requests to be processed and reviewed before Funding Allocation meetings begin in Week 3.

At the beginning of Week 3 a list of possible Funding Allocation Meeting times will be posted outside the BUSA office, these are generally on Thursday and Friday of Week 3 but are subject to the availabilities of the relevant BUSA members. It will be the responsibility of the Club to organise a time for this meeting by signing up before the close of business on Wednesday of Week 3.

The Funding Allocation Meeting is an informal process whereby the relevant Clubs and Societies Director and the Treasurer will meet with representatives of the Club requesting funding. Ideally, a Club will be represented in these meetings by their President and Treasurer. The Club representatives will be required to produce a number of documents, most importantly the Club's Funding Allocation request form. The majority of the Funding Meeting will be spent running through this document. The meetings will last for approximately 15 minutes.

At the conclusion of the Funding Allocation Meeting the relevant BUSA members will sit down and discuss the entirety of the requested funds from all Clubs and go through the process of allocating the available amount of SAM funds to the Clubs pursuant to the Funding Allocation Requests. This allocation is done according to a number of criteria which are outlined in further detail below.

Finally, the Funding Allocation as determined by BUSA is reviewed and approved by the Student Activities Membership Meeting consisting of the Pro-Vice Chancellor (Student and Academic Support) and representatives from Commercial and Financial Services, Campus Life, Bond University Sports Institute, Bond University English Language Institute (BUELI) and BUSA.

Once approved, the Funding Allocation is made available electronically through the Clubs and Societies Directors to the Cultural and Sporting Clubs and on the Student Portal. It will also be available in hard copy from the BUSA Office. Any further information regarding the Funding Allocation can be sourced from the Treasurer.

## Eligibility Requirements

BUSA will only fund Clubs affiliated with Bond University and passing benefits back to Bond students. There are a number of obligations Bond Clubs have both to BUSA and the University itself and as such are requirements for funding.

## Eligibility Requirements

Requirements	Reasoning	How?
<b>BUSA Affiliated (see s32 of the BUSA Constitution)</b>	Non-BUSA clubs are not funded by SAM.	Current Clubs should ensure they are BUSA affiliated, new clubs should talk to the relevant BUSA Clubs Director
Affiliated Clubs must: <ul style="list-style-type: none"> <li>• Have their own constitution</li> <li>• Have a list of active members</li> <li>• Ensure that Executive members must pay their SAM</li> </ul>	The definition of an affiliated club can be found in BUSA's constitution (s32)	

<b>Provide an up-to-date list of active members (and their SAM status)</b>	To provide an accurate picture of SAM representation within your club	Collate your membership list from Club Sign on Day and previous semesters
<b>Executive members must pay their SAM</b>	To lead by example and ensure that they help contribute towards the ultimate benefits received by club members	Executive members must pay their SAM
<b>Provide bank statements dating back to the last two semesters (where applicable)</b>	To provide BUSA with an accurate picture of your financial position	
<b>Enforce a 50% price mark up for non-SAM members for events, functions and activities</b>	To add value to SAM	
<b>Attend Club Sign on Day</b>	Allowing Bond Students to join your Club	Contact your relevant BUSA Clubs Director
<b>Offer BUSA's Nightclub Sponsor first right of refusal for any nightclub after-party tender (if applicable)</b>	Allow BUSA to comply with contractual obligations	Contact your relevant BUSA Clubs Director
<b>Adhere to the Promotions Policy</b>	Compliance with University Policy	See the Promotions Policy (available on the Student Portal)
<b>Submit Event Approval Forms two weeks prior to hosting an event (if applicable)</b>	Compliance with University Policy	Contact Wendy Hall (Risk & Audit)

## Funding Allocation Request Form

The Funding Allocation Request Form is sent out by the Treasurer in an all\_students email to announce that BUSA is receiving nominations for funding for the semester. The form is in Microsoft Excel and the spreadsheet system allows Clubs to provide as much detail about required.

There are two sections of the form: Section 1 for the Club's details including contact details for executive members and Section 2 for the request for funding for the semester.

Section 2 is broken down into 3 parts: Part A for Goods and Equipment requests, Part B for Events and Activities and Part C to summarise total requests.

### Funding Application Form

#### Instructions:

1. Read the 'Funding Requirements' document before completing this application
2. Fill out each section below, completing only those cells that are shaded in green
3. Cells shaded in red are compulsory and no funding will be allocated if these are not completed
4. If you have any questions, please email treasurer@bond.edu.au

#### Section 1 - Club Details

<b>Club Details:</b>	
Club name	
SAM members in 091 / 092	
Non-SAM members in 091 / 092	
Membership fee (if applicable)	

<b>Club Executives:</b>	<b>Names</b>	<b>Contact Number</b>	<b>SAM Member?</b>
President			
Vice-President			
Treasurer			
Secretary			
Executive Member			
Executive Member			
Executive Member			
Executive Member			

<b>Previous Funding Details:</b>	
Do you have any outstanding debtors?	
Total application in 091	
Total allocation in 091	
Total allocation used in 091	

**Section 2 - Request for 093**

**Part A - Goods/Supplies/Equipment/Miscellaneous Items**

<b>Please list items below</b>	<b>Cost of Each Good</b>	<b>Number of Goods</b>	<b>Total Requested</b>	<b>Total Allocated</b>
e.g. 1 x red Kookaburra cricket ball	\$24.00	2	\$48.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
<b>Total</b>			<b>\$48.00</b>	<b>\$0.00</b>

**Part B - Events/Functions/Activities**

<b>EVENT 1</b>	
Name of event	
Date of event	
Event location	



To give an accurate indication of the costs associated with the event all costs should be included in the request form, regardless of whether funding is being applied for that particular item. Club representatives should be aware that neither BUSA nor Bond University will fund alcohol; however it is still worth including to give an accurate summation of the costs. Further event spaces are available in the second sheet of this document.

If the event is charging a ticket price this information should be included to show how much revenue is expected from the event. The difference between the revenue and the cost gives an indication of a SAM subsidy. Deliberate lowering of revenue or increasing expenses that misrepresents the actual costs of the Club or Society may lead to funding not being allocated or withheld.

## PART C

Part C sums all the events and goods requested to the total club request. Clubs should be aware to ensure this is accurate when filling out the form, particularly if further event spaces are required on the secondary sheet.

## Funding Allocation Meeting FAQs

The Funding Allocation meeting is an informal process where the plans and ambitions of your club for the upcoming semester are discussed. This process will include a look at the previous activities of the Club and also an evaluation of previous events. This process ensures that the SAM dollar goes further and Clubs are not repeating mistakes which are negatively impacting their events.

### ***Who attends the meeting?***

The meeting is attended by the relevant Clubs Director and the Treasurer and should be attended by at least the President and Treasurer of each Club. This is to ensure that the most accurate picture is given of the Club's affairs and that BUSA is fully informed.

### ***When is the meeting and how long does it go for?***

The meeting takes place at the end of Week 3 in the Bond semester and will last for approximately 15 minutes.

### ***What should I bring to this meeting?***

The Funding meeting is deliberately kept informal to give Clubs the opportunity to express their plans honestly and to make applying for funding as easy as possible. We recognise that in some instances, a club executive may be new to the Bond University, the club or the funding allocation process. However, there are some documents that are compulsory to bring to your meeting.

## Compulsory Documents

Compulsory Documentation	Type of Document	Example
<b>Electronic list of all Club Members</b>	Excel Spreadsheet or sheets from Club Sign on Day	
<b>Most recent Bank Statement</b>		
<b>Funding Allocation Request Form</b>	Excel Spreadsheet provided by the Treasurer	

Failure to produce some of these documents will result in a Club being able to only receive a maximum of **half** of the funding that was applied for. Failure to provide any documents at all will result in a Club receiving **zero** funding.

There are also a number of **recommended** documents that a Club can bring to support and substantiate funding requests.

## Recommended Documents

Recommended Documentation	Type of Document	Example
<b>A list of the previous semesters activities, events and expenditures</b>	Photocopied receipts from the previous semester	
<b>A list of the activities planned for this semester (A detailed list of all events, how they will work and how they will fit into the Bond Social Calendar)</b>	Word Document with the vision for the upcoming semester  A budget (Excel Spreadsheet) for upcoming events	
<b>Sourced quotes for requested funding</b>	Invoices from companies for Hire	<ul style="list-style-type: none"> <li>• An invoice for decorations for an event</li> </ul>
<b>NB: All recurring events will be required to show a completed budget for the event of the previous semester</b>	Sourced prices for any materials or goods  Internet Printouts for equipment requests	<ul style="list-style-type: none"> <li>• A price from a website for Water Polo Balls</li> </ul>
<b>A Club Prospectus</b>	Word or PDF document that could potentially be distributed to external sponsors explaining the Club and what the Club does.	

### ***Do I have to bring these recommended documents?***

No, the recommended documents are not compulsory. However, by preparing and submitting these documents in the funding meeting a commitment is being shown by your Club. Your professionalism will be rewarded and supplying these documents will make it more likely that funding is allocated as requested. Taking the extra effort in this situation shows BUSA that a Club is serious and will make that extra effort throughout the semester.

## Presentation of the Allocation

Following the Funding Allocation meetings the Clubs Directors and Treasurer will meet to discuss the actual allocations. This is a time consuming process and decisions are made on a myriad of different criteria – however, it must be noted that all funding is at the discretion of the Clubs Directors and the Treasurer.

Please note that all the criteria are considered in this process and there is not a formula that is applied. This means that not all criteria needs to be satisfied to receive funding, each club's situation will be assessed on a case by case basis. Also, it is worth keeping in mind that the highest application will not mean you receive the most funding.

## Funding Criteria\*

Criterion	Reasoning
<b>Number of members</b>	An indication of how many Bond Students are influenced by your Club
<b>Involvement with Club Sign on Day</b>	Contributing to Bond's atmosphere and allowing further members to join
<b>SAM/Non-SAM membership split</b>	SAM provides the funds for the allocation, hence funding must represent what SAM members want
<b>Activity and success in previous semesters</b>	A good idea of how the Club will perform in the upcoming semester
<b>Longevity of the Club</b>	Ensure that Clubs will live beyond their current Executive Members
<b>Use of SAM funds in previous semesters</b>	Clubs that have responsibly used SAM funds previously will be rewarded
<b>Plans (events, promotional strategies etc) for the upcoming semester</b>	Whether a Club is planning and willing to take on board advice and try new things for the benefit of the club
<b>Detail provided for the Allocation meeting</b>	An accurate picture of how much funding is actually required. Vague estimates are not good enough to receive full funding.
<b>Ability to represent Bond University (and BUSA) to the wider community</b>	Clubs that have positive impacts beyond Bond will be looked upon more favourably
<b>Contributions to aspects of University life that aren't yet catered for</b>	Clubs proposing to appeal to a different pool of students/student interest will be supported
<b>Event Specific Criteria</b> <ul style="list-style-type: none"> <li>• Feasibility of event</li> <li>• Effectiveness of event</li> </ul>	Ensure that SAM money is not wasted and the event has been thought through and will go ahead

\*Please note that all funding is discretionary

### Recourse and Review of the Allocation

After BUSA allocates funding, the allocation requires approval from the Activities Fee Committee. Once this process has been undertaken the Clubs Directors will email out the Master Allocation to the Club Presidents. The Master Allocation encloses funding for BUSA and all Bond Clubs. There is also a hard copy available for inspection in the BUSA office.

Although there are no detailed reasons behind the funding allocated in the Master Allocation. Clubs are encouraged to contact the relevant Clubs Director or the Treasurer for an explanation of their allocation.

If Clubs are unhappy with their allocation an Appeals process has now been introduced. Within one week of the distribution of the allocations, an email must be sent to [treasurer@bond.edu.au](mailto:treasurer@bond.edu.au) explaining why the allocation is unsatisfactory. A meeting will then be made to discuss the reasons for the allocation and the chance of any further funding for the semester.

## Claiming of Allocated Funds

After the funding allocation has been distributed, funding can then be claimed from Student Services. Once the monies have been spent receipts and invoices can be taken to Student Services for processing and reimbursement from the Club's funding.

It must be noted that an invoice has the following requirements:

- Supplier's ABN Number
- GST Component

Going through Student Services can take some time and if immediate or prospective funds are required a cheque can be written by BUSA. However, this is only done on a case by case basis to minimise the outflows of BUSA's own funds.

## Other FAQs

### ***How do I view the final funding allocation document?***

The final document will be emailed to all Club Presidents after it is approved by Senior Management. It is also available on the Student Portal or by emailing the Treasurer or the relevant Clubs and Societies Director.

### ***What happens if my club requires more funding throughout the semester?***

A meeting can be arranged with the relevant Clubs and Societies Director and the Treasurer to discuss the potential for further funding. It will be necessary to provide quotes and documentation supporting your claim.

### ***Does my club need a bank account?***

A Bank account is not required but is highly recommended as otherwise Club members will have to personally pay for things before they can be reimbursed.

### ***What happens if my President and/or Treasurer cannot attend the funding meetings?***

This is not an issue as long as the relevant Clubs and Societies Director is contacted and the Club is still represented by 2 executive members.

### ***Do I have to pay my SAM if I am an Executive member of a Club, Society or FSA?***

Yes, it is compulsory for all Executive members to be financial members of BUSA (s32 of the BUSA Constitution). If an executive member does not pay their SAM funding will be fully withheld until the issue is rectified.

## Contact

If you have any general concerns relating to your Club or Society, please contact your relevant Clubs Director:

Sporting Clubs: [sophie.mcnaught@student.bond.edu.au](mailto:sophie.mcnaught@student.bond.edu.au)

Cultural Clubs: [radcruz@student.bond.edu.au](mailto:radcruz@student.bond.edu.au)

If you have any concerns specifically relating to the Funding Allocation Process please contact the Treasurer ([treasurer@bond.edu.au](mailto:treasurer@bond.edu.au))



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