uclife | Join a Club | Lead a Club

Grants, Finance, and Budgeting

UCX Club Training 2026

Contents

Sources of Funding

Where does the money come from?

There are three main sources of club funding:

- The Student Services and Amenities Fee (SSAF)
- Club generated revenue
- Sponsorships

SSAF Fund Allocation

Clubs are allocated a pool of funds according to their member count

Club Size	Number of current student memebers	Maximum abount available for grants for the year
Small	10-24	$1,500
Medium	25-49	$2,500
Large	50+	$3,500

Note:

- The pool of funds are allocated (and updated if necessary) on census day of the first semester.
- Successful grant applications draw from the pool to fund club events and equipment.
- Unused funds to not roll-over to the next year.

Accessing SSAF Funding

Applying to grants

To access SSAF funding your club can apply to two types of grant:

- Event Grant
- Admin Grant

Event Grants

Fund your events!

Use event grant funds for:

- Food and drinks
- Arts and crafts
- Venue booking fees

How to apply for event grants:

- Before the event, submit a budget when completing the event form
- After the event, submit an event grant request via Rubric
  - Upload receipts
  - Upload event photos
  - Upload list of student attendees ($200+ grants only)

Event Grants

UClife* | *Join a Club* | *Lead a Club*

Guidelines for event funding provided

The amount an event grant is eligible for varies depending on the event type.

Event Type	Description	Typical level of funding provided
Formal functions	Functions including balls, galas, dinners	Up to $30 per student member attending
Interstate Industry Trips	Tripsinterstate to visit firms relevant to members	Up to $40 per student member attending
Social Activity	Including but not limited to bowling, laser tag, movies, ice skating etc.	Up to $20 per student member attending
Collborative Events	Events where three or more clubs collaborate	Funding will be allocated baed on above levels and split across clubs' allocations for the yer

Note: Event grants only cover losses. The total loss of an event divided by the number of students must be less than the corresponding funding per student

Admin Grants

Invest in your club!

Use admin grant funds for:

- Purchasing club assets (e.g. boardgames, musical instruments, etc.)
- Purchasin club merch (pens, hoodies, business cards, etc.)
- Non-event-specific purchases

How to apply for admin grants:

- Submit an admin grant request via Rubric
  - Submit list of items intended for purchase and proof of cost for approval
  - Once approved, make purchase and submit receipts for reimbursement

Note: Merch needs to be approved by UCX

Grant Requests Limitations

SSAF funding cannot be used for every purchase

SSAF (event and admin grants) cannot be used for the following:

- Purchasing Alcohol
- Donations or sponsorships to other organisations
- Assets that will belong to an individual
- Political events, political parties, or to support the election of any peron to a government position of any level.
- To subsidise tickets to staff or non-students to attend an event
- Executive or committee only events

Club Generated Revenue

Generate additional club revenue!

Clubs can generate additional revenue through:

- Membership sales
- Event ticket sales
- Fundraising activities (e.g. food or drink stalls)

Sponsors

Take your club to the next level

Taking sponsors is a good way to fund bigger events and obtain valuable connections for club members.

Budgeting an Event

How to run awesome events while staying within budget

- Estimate attendance → sets grant request eligibility
- Plan funding: grants, tickets, sponsors
- Confirm numbers with UCX, students & sponsors to minimize risk
- Estimate costs using reliable suppliers as a reference. Never assume!
- Submit budget for approval and stay within the approved budget
- Track attendance if attendance (and expenses) exceed expectations

Club Bank Account and Signatories

Add and Remove Signatories

- Submit the provided Excel template with all executive contact information
- Receive the club bank letter via the club email
- Attend the bank in person with the letter (President, Vice-President, Treasurer)
- Create a NetBank ID if not already a CommBank customer
- Verify IDs at the bank
- Complete the bank signatory form (in person or online)

Case Study: Chess Club

A new club has opened, with a funding pool of $1500

Let's tackle this scenario together. How would you manage this club's finances to meet their goals? Plan their budget and submit event and admin grant requests.

In the first Semester they want to:

- Stock up in chessboards and chess clocks
- Host weekly meet-ups on Tuesdays
- Host one tournaments

Notes:

- 16 paid members
- 8 staff / non UC students have shown interest
- Considering sponsorship from the Canberra Academy of Chess

Case Study: UC Chess Club

DO NOT!

- Overspend, either on expensive chessboards or on more than necessary.
- Submit receipts for an Admin Grant before getting their purchase approved.
- Spend money on more equipment than necessary.
- Buy a trophy, food, or anything, and not keep the receipt
- Have a successful event and not take photos

Case Study: Chess Club

DO!

- Plan for club's long-term needs: durable chess sets
- Stay within yearly budget to leave funds for events
- Chess clocks: ~$20 each
- Tournament chess sets: ~$20 each
- Purchase plan:
- 10 tournament sets (20 players) = $400
- 3 extra sets (friendly games, no clock) = $60
- Submit admin grant: $460
- Include links to sets and clocks
- After grant approval:
- Make purchase
- Keep receipts for records
- 1 set of medals: $20
- Submit event grant: $20 + Food cost

Final Notes

Don't forget!

- Please plan your budget for the whole year
- Get new members to sign up ASAP before Census date, as your pool of funds depends on it