**KICK START 2013: General Projects Grant** Approved individuals or groups, will receive up to $2500 funding for a wide range of endeavours including, but not limited to, academic, art, community, cultural, environmental and leadership.

Applicants must complete this application form and email it to j.morrison@usu.usyd.edu.au as a PDF or submit in person to the Access Desk, Level 1, Manning House.

**Aims**

Kick Start aims to:

* Foster membership of the University of Sydney Union;
* Create opportunities and foster initiatives by students that develop the knowledge, skills and confidence of USU members;
* Encourage increased participation by producing projects which enable USU members to enjoy the widest University experience;
* Recognise and promote the importance of extra-curricular projects in the development of well rounded students;
* Encourage the highest standard of creativity and excellence;
* Develop lively and sustainable projects; and
* Contribute to a vibrant cultural, intellectual, academic and community life.

Your application must demonstrate how you plan to meet the aims of the Kick Start program.

**Assessment Process**Applications will be considered at bi-monthly meetings of the Kick Start Panel and may be submitted at any time during the year. To be considered at the panel meeting, applications must be received by the following dates. If your application is received after this date, it will automatically rollover to the next meeting. Applicants will be notified by the Programs Project Manager whether their application is successful.

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| **Application Due** | **Panel Meeting** |
| Friday 05 April, 4pm | APRIL |
| Friday 7 June, 4pm | JUNE |
| Friday 02 August, 4pm | AUGUST |
| Friday 04 October, 4pm | OCTOBER |
| Friday 01 November, 4pm | NOVEMBER |

**Terms and Conditions**

**Eligibility**

1. Funding is open to USU members, who are currently enrolled at the University of Sydney and in possession of a current Access Card.

2. Funding will only be granted to projects undertaken while the applicants are enrolled at the University of Sydney.

3. You may apply as an individual or as a group.

4.In the case of a group, one application must be submitted and must include details of all members involved.

5. Applicants can only receive one grant per year.

**Ineligibility**

6. These grants do not fund:

* Revues;
* Charity Donations;
* Clubs and Societies;
* Business Startups;
* Debating projects;
* Sporting projects;
* Election Campaigns;
* Current Board members;
* Full-time staff members;
* Wages, salaries or artist fees for project members;
* Projects who are already in receipt of substantial other funding or sponsorship;
* Projects that are considered by the assessment Panel to be offensive;
* Previous grant recipients who have not fulfilled the conditions of the previous grant; or
* Applicants who do not address the aims, who do not comply with the application process or who failed to include the required supporting documentation.
* Applicants traveling overseas to complete their project.

7. If your project has any party political or religious connection, it must be outlined in your application. If you fail to outline these affiliations, you will be disqualified from any grant money allocated and the USU will seek full repayment.

8. Projects will not be funded retrospectively.

**Funding**

10. The USU will provide a general project grant of up to $2500 to successful applicants. Grants are not recurrent.

11. The USU reserves the right to not award grants and refuse funding to any project.

12. The fund is finite. In the event that the fund is exhausted before the end of the year, the USU reserves the right to not consider any further applications.

13. All successful applicants will be required to sign an Agreement before any funding can be released and before the project can commence. This Agreement will detail:

* The description of the project for which funding is being provided;
* The amount of funding to be received;
* Deadline for the submission of the post project publicity brief; and
* The terms and conditions outlined in this document.

14. Funding will be electronically processed upfront to the applicants nominated bank account upon completion of this contract.

15. The USU reserves the right to rescind funding, and/or to recover costs from applicants if the project contravenes any USU policy or guidelines.

16. As a condition of accepting this grant, all successful applicants must agree to the USU using any information or image of your project as a promotional tool. Your project may be reproduced in any format or medium for promotional purposes only, at the USU’s discretion at any time in the future in USU publications, venues, websites and social media.

17. Applicants must guarantee that all reasonable efforts have been made to ensure the information on their application is correct. If any information changes, the applicant must endeavor to contact the USU as soon as possible. The USU reserves the right to reconsider any grant recipients whose plans change significantly.

18. The onus is on the applicant to ensure that all appropriate insurances are in place. If the project is to take place on Union property, the USU reserves the right to ensure all legal requirements are met before the project can occur.

**How to Apply**

19. Applicants must have an initial face to face meeting with the Programs Project Manager to discuss their project and application. To organise this, contact j.morrison@usu.usyd.edu.au or call 9563 6159. Read the terms and conditions and bring a draft application to this meeting.

20. Applications must complete the application, budget template and declaration at the end of this form.

21. Applicants must submit a soft copy of their application form by USB, or email before the relevant Kick Start closing date. They may also submit any extra hard copy supporting documents including promotional material, photographs, examples of past work/projects etc.

 **Grant Conditions**

22. Once received, your application will be assessed at the next meeting of the Kick Start Panel. The Panel may place conditions on your grant, e.g. providing complimentary tickets, or displaying artworks in a mutual space or being part of a USU Festival or event. Applicants should note that these conditions, as well as post-funding responsibilities, are a required condition of accepting a Kick Start Grant.

The Kick Start Panel process can take up to eight weeks, so please be patient. If you do not hear back from the USU within six weeks, please contact the Access Desk.

**Post-funding Responsibilities and Project Publicity**

23. Within three months of receiving the grant you are required to provide the USU with a one page project publicity report, along with at least one photo or video of your project. There is a template for this at the end of this document.

The USU endorsement logo should appear on all promotional material. As it will feature our logo, all promotional material must be submitted to the USU for approval.

**Other Resources**

24. Possible resources include, but are not limited to;

* Guidance on project where applicable;
* Office resources including printer, photocopier, fax machine, internet, guillotine

**Application Form**

NB: Applicants must complete all relevant parts of this application form, or they will not be eligible for Kick Start funding. All applications must be submitted via email or USB/disc before the relevant Kick Start closing date. Applicants may also submit any extra hard copy supporting documents including promotional material, photographs, examples of past work/projects etc.

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| **PROJECT TITLE** |  |
| **APPLICANT NAME** |  |
| **EMAIL ADDRESS** |  |
| **STREET ADDRESS** |  |
| **SID #** |  |
| **Access#** |  |
| **MOBILE NUMBER** |  |
| **PROJECT START DATE** |  |
| **PROJECT COMPLETION DATE** |  |
| **PROJECT LOCATION** |  |
| **AMOUNT REQUESTED** |  |
| **BANK ACCOUNT DETAILS** | BANK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BRANCH ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BSB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ACCOUNT NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ACCOUNT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **TICKET/ENTRY PRICE**(if applicable) | ACCESS/ CONC / ADULT |

**DESCRIPTION OF THE PROJECT, RATIONALE AND INTENDED AUDIENCE (no more than 300 words)**

**HOW PROJECT MEETS AIMS OF KICK START (no more than 300 words)**

**DETAILS OF ANY TICKETING, VENUES, PROMOTION PLANS (OR OTHER AREAS OF IMPORTANCE) (no more than 300 words)***The USU has a number of promotional opportunities that may be available to publicise your project, if relevant. These include: a “What’s on” listing at USUonline.com and USU monthly magazine Bull, USU e-newsletter, University all student e-newsletter “At Sydney”; and the USU Facebook Page. To gain access to these opportunities you must contact the Kick Start Coordinator.*

**PROJECT TEAM’S RELEVANT EXPERIENCE AND CONTACT DETAILS (no more than 100 words)** *Information about the students involved in the project including mailing address, email address, mobile phone number, Access Card Number, details of their role and responsibilities during the project.*

**ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO INCLUDE?**

 **WHAT OTHER SUPPORT, IF ANY (OTHER THAN FINANCIAL) WOULD YOU LIKE FROM THE USU TO ACHIEVE YOUR PROJECT? (no more than 300 words)**

**BUDGET**

Please provide a detailed budget for the project, including details of any fundraising, other sponsorship (proposed or received) and other income revenue streams. The budget must outline:

* + Revenue – earned income, any individual contribution, in kind income, sponsorships, fundraising, other grants and donations; and
	+ Expenditure – labour costs, production costs, hire fees, technical expenses, administration costs, promotional, documentation and marketing costs.

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| **INCOME** | **EXPENDITURE** |
| Kick Start Grant |  |  |  |
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| **TOTAL EXPENDITURE** | **TOTAL INCOME** |

**Please account for any surplus or deficit in your budget, and how you plan to remedy this (individual contribution, fundraising, buying extra equip/prizes etc).**

**Kick Start Declaration**

I confirm that the information contained herein is correct, that all requirements have been met, and that I have fully understood and agree to the rules, guidelines and conditions as discussed and / or set out in the information I have received and read. I confirm that all reasonable efforts have been made to ensure the information in this application is correct. If any information changes I will endeavour to contact the USU as soon as possible. I understand that signing this contract expressly implies acceptance of the conditions of Kick Start as set out in this document.

By submitting an application, I agree to the following:

* I retain copyright of the project but acknowledge the USU’s right to use it per these Terms & Conditions;
	+ - Successful applicants must be willing to include their project or aspects of it (e.g. reports, photos, video etc) in USU publications, social media or on the USU website. All funding is contingent upon your agreeing to this condition. This is a good faith undertaking and the USU will ensure that this provision does not exploit or negatively impact upon you or your project; and
		- Any information or image of your project used as a promotional tool may be reproduced in any format or medium for promotional purposes only, at the USU’s discretion at any time in the future.
* The project does not breach copyright. Projects (including any publicity material) must not contain trademarks, logos, copyrighted material, or any other intellectual property belonging to a third party without permission. The USU will not be responsible for any such breach; AND
* The USU reserves the right to change the rules in any way, at any time, it sees fit and to disqualify any application for non–compliance.
* The USU endorsement logo should appear on all promotional material. As it will feature our logo, all promotional material must be submitted to the USU for approval.

[ ]  I have submitted a soft copy (either on USB, disc or email) of my application form.

PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT PUBLICITY (1 page summary)**

**You’ll need to answer these questions after your project is completed and email to** **j.morrison@usu.usyd.edu.au** **along with relevant photographs or video.**

**We want to get the word out about the great things that Kick Start helps students achieve.**

1. **How has the USU Kick Start Grant helped you?**
2. **What have you achieved?**
3. **What do you hope to achieve in the future?**
4. **Anything else exciting about your project that you want to share with the world?**