

Special Projects Grant (SPG) Criteria					
SPG-1 (\$1,000-\$3,000)					
1. At least 5 events in the current academic year. 2. Up-to-date financials and administration.					
SPG-2 (\$3,000-\$4,000)					
1. At least 10 events in the current academic year. 2. At least 50 student members.					
SPG-3 (\$4,000+)					
1. At least 15 events in the current academic year. 2. At least 100 student members.					
	0	1	2	3	Total
Event/Equipment Program definition and feasability	- Event description gives an understanding of what the event is. - No date provided, no venue locked in.	- Event description gives an understanding of what the event is, when the event is and where the event is. - Event shows no evidence of venue booking,	- Event description includes a description of what participants will be doing at the event, when the event is, location of event, if a cost is involved in the event. - Includes evidence of venue booking. - Event is deemed deliverable in semester.	- Event description gives clear details of what participants will be doing during event, when the event is, location, if costs are involved in the event (what the costs cover). - Venue and dates are locked in. - Event is deemed deliverable in semester, with contingencies locked in for back up space, wet weather etc.	
Alignment with club purpose and student need	Club does not mention how the event aligns to the Club's purpose	Club mentions how the event aligns with the Club's purpose	- The Club mentions how the event is aligned with the Club's purpose. - The Club provides evidence of consultation with club members on a desire for the event.	- The Club demonstrates a clear link to the Club's purpose and provides an explanation of how the event will contribute to the Club's sustainability and growth. - The Club provides evidence of consultation with club members on desire for the event	
Budget quality and quote/payment schedule	Club has not included all quotes required for the grant	- Club has included the Club's and Sports budget template with rough costs of the event. - No payment schedule has been included.	- Club has included the Club's and Sports budget template with most costs and quotes attached. - Club has included some quotes that meet SSA guidelines. - Club has included a rough payment schedule.	- The Club has included all necessary quotes that meet SSA guidelines. - The Club has included a payment schedule (including multiple payment dates if applicable). - The Club has included the Club's and Sports budget template with all costs, broken down costs per expected person, listed the items as essential and desirable based off need to run the event, included costs difference if attendance is less than expected	
Project Plan and Runsheet	The Club has not included an event project plan or run sheet in their application.	Club has included a project plan and/or event run sheet with basic information.	- Club has included a fair project plan, the project plan includes expected dates of delivery and included Club's activity prior to application. - Club has included a fair event run sheet, the run sheet mostly covers expected plan, run times and responsibilities.	- The Club has included a detailed project plan, which included expected dates of delivery, included Club's activity prior to application and best point of contact for each project task. - The Club has included an event run sheet, which includes expected set-up, pack-up and event run times and delegation of responsibilities.	
Community benefit and inclusion	Club has not been able to link the benefits to their members by running the event.	- Club has been able to demonstrate how the grant will benefit members including one of the following criteria: - Club has been able to demonstrate how the grant will benefit some club members. - Club has been has not provided evidence of consultation.	- The Club has been able to demonstrate how the grant will be of benefit most of the club members. - The Club has included evidence of support and need from Club members.	- The Club has demonstrated how the grant will benefit the vast majority of their members and the Swinburne Community. - The Club has been able to detail how the grant will be used to create on-going unique opportunities and experiences. - The Club has included evidence of support and need from the Swinburne Community.	
Risk and compliance (risk assessment, training, ESR/waivers)	Missing all risk and compliance paperwork	- Risk assessment is attached with partial risks considered. - Use of incorrect template attached	- Risk assessment is attached with most controls and risks considered. - ESR remains unfilled (if required with C&S Officer). - Waivers requested with C&S Officer (if required).	- Risk assessment is attached and completed with all controls and risks considered. - ESR filled out (if required with C&S Officer). - Waivers arranged with C&S Officer if required. - All permits or licenses have been provided if required.	
Impact and Growth Potential (membership reach)	Event shows little growth potential or reach to students	Event shows reach to students, however is a smaller, one off event.	Event shows reach to students and some ability to build continuity and retention for members.	- Event shows clear reach and growth opportunities to students. Scope for series of continual events and high retention opportunities for members. - Clear path to Special Project Grants shown.	
Please note	*This rubric will be used by the Club Selection Committee to assess, compare and rank applications.		*The application process is competitive. Applications will be assessed on the criteria above, with emphasis on the club's benefit to the Swinburne community.		
				*A minimum score of 80% is required as a hurdle for approval, but does not guarantee final funding until all event or funding requirements are met.	/21