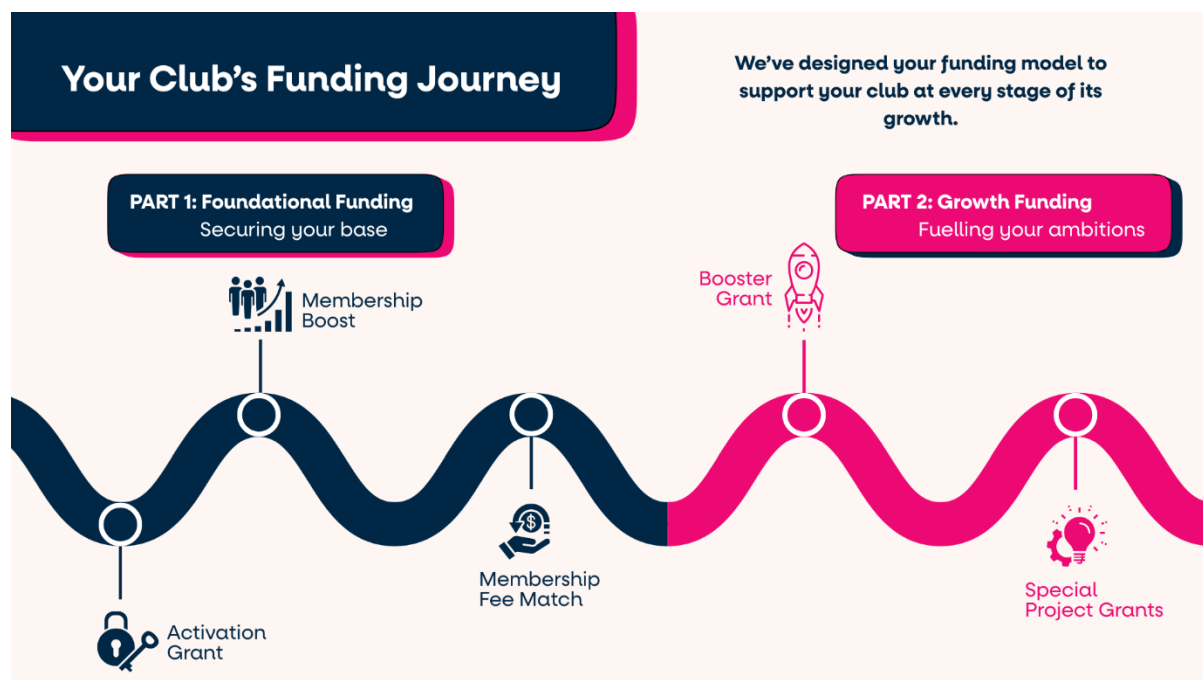# 2026 Clubs & Sports Funding Model

General Eligibility (applies to all grants unless noted)

Clubs must:

- Be currently registered with SSA Clubs & Sports and in good standing (no overdue acquittals or compliance breaches).
- Use funds for student-facing activities aligned to SSA or the club's stated purpose (no private benefit).
- Follow SSA procurement, brand and risk requirements (templates, approvals, permits where relevant).
- **Note:** Political clubs are ineligible for all grants.

Part 1 | Foundational Funding

FIXED BUDGET GRANTS

a. Activation Grant

Purpose: Baseline funding to help every eligible club activate O-Week and early semester activities.

Grant amount

- Fixed amount of $500 per club (one payment per year).

Key eligibility

- Club is non-political, registered and in good standing as at mid-January.
- Funds are used for early-semester student engagement (e.g. O-Week stalls, welcome events, tasters).

Basic settings

- Paid in late January.
- Must be spent by the end of Week 1 in April; unused funds are clawed back from the SSAF account.
- New clubs formed in Semester 2 may be pro-rated at SSA's discretion.

b. Membership Boost

Purpose: Reward and incentivise clubs that are growing and maintaining active student membership.

Grant amount

Based on verified student members (no associates) as at 9am Wednesday, 1 April 2026:

- 25–50 members: **$250**
- 51–100 members: **$500**
- 101–150 members: **$750**
- 151–200 members: **$1,000**
- 201–250 members: **$1,500**
- 251+ members: **$2,000**
- 750+ members: **$5,000** (or pro-rated at SSA's discretion)

Key eligibility

- Only current Swinburne student members count towards bands.
- Members must be validated in SSA's official system (RUBRIC).
- Club is non-political, registered and in good standing.

Basic settings
- One payment per club per year.
- Snapshot taken at 9am Wednesday, 1 April 2026.
- New Semester 2 clubs may be pro-rated at SSA's discretion
- Automatically paid into your clubs SSAF account

c. Dollar-for-Dollar Membership Match (Membership Fee Match)

Purpose: Support clubs to charge sustainable membership fees while reducing cost barriers for students.

Grant amount
- SSA matches the student membership fee actually paid, up to $1,000 per club per year.
  - Example: Your club has 90 student members paying a $10 fee. You collect $900 → SSA matches it with $900.
  - Example: Your club has 110 student members paying a $20 fee. You collect $2,200 → SSA matches it with a maximum cap of $1,000.

Key eligibility
- Only student membership fees are matchable; associate/non-student memberships are excluded.
- Excludes bundled facility hire, equipment levies, coaching fees, uniforms, or third-party access charges.
- Club provides fee structure and payment evidence as requested by SSA.
- Club is non-political, registered and in good standing.

Basic settings
- Available from 1 April 2026 until the pool is exhausted.
- One application per club per year.
- Competitive and first-come, first-served.
- Clubs initiate the process by contacting their C&S staff members via club@swin.edu.au
- Can be used alongside Membership Boost, but the same member's payment cannot unlock multiple per-member subsidies.

Part 2 - GROWTH FUNDING

COMPETITIVE GRANTS

a. Booster Grants

Purpose: Quick micro-grants to keep club activities regular and responsive across the semester. Also used for equipment or resources.

Grant amount
- Multiple Booster applications are allowed per semester, but the combined Booster total cannot exceed $1,000 per club per semester.

Key eligibility
- Club is non-political, registered and in good standing.
- Minimum event activity to "unlock" Booster in each semester:
  a. **Semester 1:** at least 2 events already delivered or firmly scheduled.
  b. **Semester 2:** at least 4 events already delivered or firmly scheduled to date.
- Proposals must demonstrate clear student benefit and value for money and use SSA risk/compliance tools.

Basic settings
- Designed for small, timely contributions (e.g. catering, materials, room upgrades, low-cost activations).
- Decisions typically made within 7 days, allow up-to 14 days for payment completion.
- Competitive and based off fulfilling Booster Grant criteria.

Assessment
- Applications are assessed by C&S Officers via a Booster Grant matrix covering:
- Event/program/equipment definition and feasibility.
- Alignment with club purpose and student need.
- Budget quality and quotes/payment schedule.
- Project plan and roles (including run sheet where relevant).
- Community benefit and inclusion.
- Risk and compliance (templates, waivers, training).
- Impact and growth potential (membership, reach, pathway to SPG).

b. Special Projects Grants (SPG)

Purpose: Larger, competitive grants to support signature programs, series and high-impact community events beyond a club's regular activity.

Grant amounts
Three tiers, chosen by the applying club:
- SPG-1: $1,000 – $3,000
- SPG-2: $3,000 – $4,000
- SPG-3: $4,000 and above (for major signature programs)

Key eligibility by tier
- **SPG-1**: Growing/levelling up a program
  a. At least 5 events in the current academic year.
  b. Up-to-date financials and administration.
  c. For pilots, improving existing flagship events, or adding quality to an established program.
- **SPG-2:** Scaling successful programs
  a. At least 10 events in the current academic year.
  b. At least 50 student members.
  c. Proposal goes beyond core members (e.g. open activations, cross-club/cross-cohort reach).
  d. Access to one planning meeting with SSA's Events & Engagement team.
- **SPG-3:** Flagship, high-complexity experiences
  a. At least 15 events in the current academic year.
  b. At least 100 student members.
  c. Proposal is for a signature program or series (e.g. annual festival, large conference, high-profile competition).
  d. Event support from SSA's Events & Engagement and Comms teams (logistics and promo advice).

Basic settings
- SPG is competitive: meeting criteria makes a club eligible but does not guarantee funding.
- Open throughout the year; assessed monthly by the Clubs & Sports Grant Selection Committee.
- SSA may re-tier applications if evidence does not support the requested tier.
- Unsuccessful applicants can re-apply as their program grows in scale, impact and risk maturity.
- SPG may use milestone-based payments for larger or higher-risk projects.
- Once an SPG tier has been unlocked by a club, the club will be able to apply for the tier as many times as they wish.

Assessment

Applications are assessed by the C&S Grant Selection Committee via an SPG matrix covering:

- Event/program definition and feasibility (including series planning).
- Alignment with club purpose and demonstrated student need.
- Budget quality, quotes and co-funding/sponsorship where relevant.
- Project plan, run sheet and delivery roles.
- Community benefit and inclusion (whole-of-campus potential for higher tiers).
- Risk and compliance maturity (templates, permits, insurances, incident flow).
- Impact and growth potential (signature value, replicability, partner leverage).
  a. Panel tie-break priorities: inclusion and safety > student reach > value for money

ASSESSMENT RUBRIC (BOOSTER & SPG)

Scoring scale (applies to every criterion)

- 0 – Not Evident / Not Viable: Missing, unclear, or non-compliant.
- 1 – Basic / Needs Work: Partially described; gaps in feasibility, budget, risk or alignment.
- 2 – Solid / Ready: Clear, feasible, aligned; minor refinements only.
- 3 – Exemplary / High Value: Best-practice; strong evidence; scalable/replicable; elevates safety & inclusion.

Decision thresholds (both grant types)

- ≥ 80% → Approve (fund as requested or with minor conditions) | **16 points or above**
- 60–79% → Revise (return with top 2 improvement actions; fast-track on resubmission) | **13-16 points**
- < 60% → Decline (feedback + invite to Booster or training) | **12 points or below**

Panel tie-break priorities:

Clubs & Sports will prioritise events in competitive grant periods to events that are the most inclusive for the wider Swinburne community, as well as those that show great safety/risk assessment practices. Value for money will also be evaluated highly in these periods.

What Counts as an Event (for Booster & SPG)

For the purpose of Booster and SPG eligibility and counting:

- An event is a distinct, scheduled activity open to student participation, promoted at least 3 days in advance, and recorded in SSA's online platform (or an approved equivalent).

Included examples

Social mixers; try-outs; workshops; open training sessions; competitions; volunteering days; showcases.

Excluded examples

Internal committee meetings; purely online chat/Discord threads; closed rehearsals; invite-only gatherings; duplicate listings of the same session.

Booster Grant Criteria

Grant amount
Multiple Booster applications are allowed per semester, but the combined Booster total cannot exceed $1,000 per club per semester.

Minimum events to "unlock" Booster in each semester:
Semester 1: at least 2 events already delivered or firmly scheduled.
Semester 2: at least 4 events already delivered or firmly scheduled to date.

	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.	*The Club Selection Committee may request further information or clarifications before a final decision is made.	*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

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.	*The Club Selection Committee may request further information or clarifications before a final decision is made.	*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

RESTRICTIONS ON THE USE OF SSAF FUNDING

Includes Booster, SPG, Membership, and Activation Grants

Eligible spends for SSAF funding include:
- Providing food to students on campus
- Providing drinks (non-alcoholic) to students on campus
- Hiring sporting facilities
- Purchase of sporting equipment
- Hiring other facilities for club events
- Recreational facilities for club events
- Purchase of equipment for club activities
- Artistic activities
- Materials for artistic activities for a club event
- Production of advertising material for club events.

Ineligible spends across SSAF funding include:
- Alcohol or nicotine product purchases
- Fines/penalties
- Gifts/prizes over $30 per unit without prior approval.
- Donations/charities without prior approval.
- Executive honoraria; retrospective costs; capital items outside scope
- Third-party membership/entry fees unrelated to SSA members.

Part 3 – Club Account

CLUB GENERATED REVENUE
- Revenue you generate outside of SSAF Funding
  - Can be invested in club resources, carried to the next year, or used for activities not covered by grants.
  - Unlimited number of revenue streams and more flexible to spend
  - Must be requested by EFR or Non-Event Fund Request Forms.
  - Still requires approval from C&S, and payment must be made through accepted methods. Clubs and Sports, and SSA policies apply to club revenue regarding acceptable expenses.

SUMMARY OF FUNDING OPPORTUNITIES

Grant	Purpose	Amount Clubs Can Receive / Request	Key Eligibility	Key Settings / Notes
Activation Grant	Kick-start O-Week and early-semester engagement.	**$500** per eligible club (fixed, once per year).	- Non-political; registered with SSA. - In good standing.	- Paid in January. - Must be spent by end of Week 1, April. - Unused funds clawed back. - S2 new clubs may be pro-rated;
Membership Boost	Reward and incentivise active student membership.	Band-based payment at COB Friday, Week 1 April: - **25–50 - $250** - **51–100 - $500** - **101–150 - $750** - **151–200 - $1,000** - **201–250 - $1,500** - **250+ - $2,000** - **750+ - $5,000** (or pro-rated).	- Non-political; registered; good standing. - Member numbers validated in Rubric. - Student members only.	- One payment per club per year; snapshot at Week 1, April. - S2 new clubs may be pro-rated.
Membership Fee Match (Dollar-for-Dollar)	Reduce cost barriers while supporting sustainable membership fees.	SSA matches verified student membership fees up to **$1,000** per club per year.	- Non-political, registered, good standing, student fees only (no associates); excludes bundled hire, equipment levies, coaching, uniforms, third-party access charges, evidence of payments required.	- Opens 1 April 2026; competitive, first-come, first-served; one application per club per year - Payment cannot be unlocked by multiple per-member subsidies.
Booster Grants	Quick micro-grants to keep regular activity going.	- Multiple applications allowed. - Combined Booster total up to **$1,000** per club per semester.	- Non-political, registered, good standing. - Minimum activity**: 2 events in Sem 1, 4 events in Sem 2 to date.**	- Fast decisions (within 14 days); competitive and first-come, first-served. - Uses Booster rubric (feasibility, alignment, budget,

			- Proposals show student benefit, value for money and basic risk compliance.	plan, inclusion, risk, impact).
Special Projects Grant – SPG-1	Help solid, active clubs level up a growing program or pilot a new series.	Clubs can request **$1,000–$3,000.**	- **≥ 5 events** in current academic year. - Up-to-date financials and admin. - Non-political; good standing.	- Competitive; assessed monthly by Clubs & Sports Grant Selection Committee. - SSA may re-tier if evidence is weak; can be stepping-stone towards larger SPG tiers.
Special Projects Grant – SPG-2	Scale successful programs to reach more of the Swinburne community.	Clubs can request **$3,000–$4,000.**	- **≥ 10** events in current academic year. - **≥ 50** student members. - Impact beyond core members (open activations, collabs, cross-cohort reach).	- Competitive; monthly assessment. - Includes a planning meeting with SSA E&E. - SSA may re-tier; suitable for larger, more inclusive activations.
Special Projects Grant – SPG-3	Support flagship, high-impact, higher-risk programs/series.	Clubs can request **$4,000+** (for major signature programs).	- **≥ 15** events in current academic year. - **≥ 100** student members. - Proposal is a signature program/series (festival, conference, major competition).	- Competitive; monthly assessment. - SSA E&E and Comms provide event/promo support. - Tie-breaks prioritise inclusion & safety, then reach, then value for money.