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1.0 Introduction

The Queensland University of Technology (QUT) seeks to continue building a vibrant campus community where there are high levels of student involvement and where students are encouraged to lead and positively shape the campus community, culture and activities.

On 11 October 2011, the Australian Parliament passed legislation allowing universities to charge a fee for student services and amenities of a non-academic nature. The Minister for Tertiary Education released guidelines setting out special requirements for Universities.

Student clubs, groups and other student initiated projects and activities are an important part of the QUT environment; they enhance the student experience and benefit students in many ways (eg social, intellectual, professional, cultural, health and well-being). Students can gain valuable organisational and promotional experience on a committee, as well as fostering the social, personal and extra-curricular development of their members. Many student clubs and other group activities provide great avenues for students to develop and apply their personal and professional skills and creativity. They also facilitate interactions that promote discipline-based, inter-disciplinary and inter-cohort social networking.

In addition, QUT also encourages students who have great ideas to put them into practice by establishing Specific Purpose Project Teams (SPPT’s). An SPPT comprises of students who organise themselves for the purpose of carrying out a positive activity that contributes to improvements in student life at QUT and/or in the broader community, and which is consistent with QUT values/mission and enhances its reputation.

The Student Clubs and Projects (SCAP) Grants Governance Manual provides guidelines and procedures for applying and expending QUT Student Services and Amenities Fee (SSAF) funds in the form of the SCAP Grants Scheme. It makes reference to State and Federal laws and QUT policies and procedures where relevant.

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1 This Manual is reviewed from time to time to ensure the best outcomes for QUT and students regarding grant funding. Applicants are required to ensure they are following the latest version that is published at [http://www.student.qut.edu.au/studying/student-life/get-involved/clubs-and-societies](http://www.student.qut.edu.au/studying/student-life/get-involved/clubs-and-societies) when making their application.
The SCAP Grants Governance Manual provides guidance to the following entities at QUT seeking SCAP Grants:

1. Student clubs or groups, including sport and recreation clubs, affiliated with the QUT Guild.
2. Student clubs or groups, including sport and recreation clubs, supported by a senior officer within a QUT Faculty or Division or an external organisation (eg Golden Key, AISEC), but not affiliated with the Guild.
3. Specific Purpose Project Teams (SPPT's) (as defined above).

The SCAP Grants Scheme is managed by the Student Grants and Development Office, within the Student Engagement Team, Student Support Services. The Student Grants and Development Office is responsible for all grants related information and activities, including the SCAP Grants Committees.

The Student Grants and Development Office also provides support to SPPT’s. The Student Grants and Development Office works closely with the QUT Guild Clubs and Sports Officers.

This Governance Manual will be reviewed from time to time, at which time student clubs and groups will have the opportunity to make submissions regarding the policy and process of the SCAP Grants Scheme. Any revision to this manual will be updated at http://www.student.qut.edu.au/studying/student-life/get-involved/clubs-and-societies

The SCAP Grants Schedule (also available at the above weblink) sets out the (a) grant application time frames, and (b) the grant categories and funding limits and is updated as required.

2.0 General Obligations for all Clubs, Groups and SPPTs

2.1 All student clubs, groups and SPPT’s at QUT, regardless of affiliation or endorsement, have certain obligations and must follow certain rules. All should operate accountably, safely, legally and ethically.

The SCAP Grants Committees will require evidence that all clubs, groups and SPPT’s who apply for grants are properly constituted and governed in accordance with both these general obligations and those specifically applicable to their group.

All QUT clubs, groups and SPPT’s are subject to, and must adhere to, the provisions of this Governance Manual and all relevant official QUT policies. QUT policies are available at http://www.mopp.qut.edu.au/.

All grant recipients, regardless of governance structure, will be required to follow the direction of the Student Grants and Development Coordinator regarding account set-up and operational requirements for receipt of, use of, and acquittal of grant funds.

2.2 Following are the key elements that, in principle, should inform the governance structure of any club, group or SPPT:

2.2.1 Clearly stated purpose and objectives of the club, group or project;

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2. This SCAP Grants Governance Manual was prepared using input from the QUT Guild 2012 Clubs and Societies Handbook, The UTS Sports Clubs Handbook 2011, best practice approaches with University and other sectors, and other relevant documents, including applicable legislation.
2.2.2 System of membership, where appropriate, eg criteria, categories, cost, terms and conditions;
2.2.3 Executive/leadership structure, with a requirement that any changes are notified to the Student Grants and Development Office;
2.2.4 Protocols for managing business, eg AGM, Special General Meetings, Executive Elections, Project Steering Group and Project Management Framework;
2.2.5 System of accountability (eg KPIs related to objectives) and reporting;
2.2.6 Identification of risks and insurance currency (as appropriate);
2.2.7 Financial management system;
2.2.8 Rules, regulations and guidelines related to the above;
2.2.9 Registration, accreditation, affiliation or sponsorship by other entities as appropriate.

The Student Grants and Development Office can provide guidance to non-Guild affiliated Clubs regarding any of the above requirements.

3.0 Obligations for QUT Guild Affiliated Clubs and Groups

3.1 The QUT Guild has a responsibility to its members to ensure that its affiliated clubs and groups operate accountably, safely, legally and ethically.

The following is a brief summary of a QUT Guild affiliated student club or group’s governance structure and obligations. For further detail on the roles and responsibilities of QUT Guild clubs, please consult The Clubs and Societies Handbook (www.qutguild.com).

3.1.1 Executive
Every club or group must have a clear executive structure so tasks can be delegated to the appropriate person. The executive structure, as a minimum, consists of a President, Secretary and Treasurer.

3.1.2 Minutes of Meetings
The QUT Guild should receive a copy of the agenda and minutes of all meetings and official publications including but not limited to the AGM minutes, newsletters etc.

3.1.3 Change of Executive Committee
The QUT Guild and the Student Grants and Development Office must be notified of any change of executive. The club must also ensure that websites or other publication sites are kept up-to-date. The club contact sheet, which is available from the QUT Guild’s website, www.qutguild.com should be updated and submitted.

3.1.4 AGM, Special General Meetings and Executive Elections
All clubs or groups are required to give fourteen days notice to financial members of annual and special general meetings and the election of office bearers. Notice of meetings must include the agenda and any proposed resolutions. The final hand over to the new executive is to be completed no later than January 1 the following year.

3.1.5 Membership
Clubs or groups must levy a membership fee. Clubs are required to double the membership fee for non QUT students, unless there is a good reason, approved by the QUT Guild President, for not doing so. QUT Guild affiliated clubs are also required to submit their current membership list with each application for SCAP grants funding.
3.1.6 Insurance
Clubs or groups must ensure that their activities are covered by insurance. The Student Grants and Development Office can provide further assistance regarding this requirement.

3.1.7 Bank Account Set Up and Management
Setting up a bank account is a crucial part of operating a club or group. For instructions on how to set up and run a bank account, QUT Guild affiliated Clubs should consult The Clubs and Societies Handbook (www.qutguild.com) or visit the QUT Guild offices.

4.0 Obligations for QUT or Externally Endorsed Student Clubs or Groups

4.1 Student clubs and groups, not affiliated with the QUT Guild exist to provide opportunities for students to get involved in a range of sports and non-sports activities (eg social, support, skill-building or competitive activities).

4.2 A club or group not affiliated with the QUT Guild but supported by a senior officer within a QUT Faculty or Division or an external organisation must be formally endorsed before being eligible to apply for grant funding. To be formally endorsed, a representative(s) of the club or group must meet with the Leadership, Development and Innovation (LDI) Coordinator (contact via the Student Grants and Development Office at gdo@qut.edu.au, telephone: 07 3138 1895) to discuss their purpose and objectives and receive formal, written, in-principle endorsement.

4.3 Subsequently, a representative(s) of the club or group must meet with the Student Grants and Development Coordinator (gdo@qut.edu.au, telephone: 07 3138 1895) to discuss their purpose and objectives and receive formal, written, in-principle endorsement, prior to submission of an application and its consideration for funding by the SCAP Grants Committee. As part of the endorsement process, the club or group are required to provide a list of their current membership and any other relevant information about the club or group’s activities as requested by the Student Grants and Development Coordinator.

4.4 QUT, or externally supported student clubs or groups, must be re-endorsed on an annual basis.

4.5 QUT, or externally supported student clubs or groups, must operate in a way consistent with the principles and key elements of governance as outlined in section 2.2 above.

5.0 Obligations of Specific Purpose Project Teams (SPPTs)

5.1 Specific Purpose Project Teams (SPPT’s) are formed to implement an idea, project, event or activity that adds value to the QUT student experience in one or more of the following ways: improves campus vibrancy and a sense of community/belonging; allows students to learn and apply knowledge and skills thus broadening their learning; improves the external community/society; or enhances the reputation or standing of QUT and its students. By providing funds for creative and innovative ideas, projects events or activities led by QUT students, QUT is responding to student feedback. This feedback indicates that students are seeking more opportunities to get involved in both the QUT community and the wider community, via service provision, leadership, volunteering, sporting and recreational activities.
5.2 An SPPT must be formally endorsed before being eligible to apply for grant funding. To be formally endorsed, a representative(s) of the SPPT must meet with the Leadership, Development and Innovation (LDI) Coordinator (contact via the Student Grants and Development Office at gdo@qut.edu.au, telephone: 07 3138 1895) to discuss their proposed project and receive formal, written, in-principle endorsement for their proposed project in terms of the general value of the project and the potential skills of the project leaders involved.

5.3 Subsequently, a representative(s) of the SPPT must meet with the Student Grants and Development Coordinator (gdo@qut.edu.au, telephone: phone 07 3138 1895) to discuss their proposed project and receive formal, written, in-principle endorsement for the project proposal in terms of the adequacy of the proposal, prior to submission of an application and its consideration for funding by the SCAP Grants Committee. As part of the endorsement process, the SPPT are required to provide a list of their current project members and any other project information relevant to the operation of the SPPT as requested by the Student Grants and Development Coordinator.

5.4 An SPPT must be re-endorsed on an annual basis and as part of the endorsement process are required to provide a list of project members.

5.5 Following are specific obligations for SPPT’s in terms of an appropriate project management structure:

5.5.1 Structure

The SPPT must consist of a minimum of three leaders and all must (a) have completed, (b) be enrolled in, or (c) be intending to enrol in leadership development training at QUT. The team must nominate one of the leaders to be the contact person to be responsible for liaising with the Student Grants and Development Office, managing grant funds allocated and the acquittal thereof.

5.5.2 Funding Eligibility

Funding applications submitted by SPPT’s must demonstrate sustainable benefits and outcomes including a substantive benefit to the QUT campus community or external community or industry, and positive promotion of QUT.

5.5.3 Insurance

SPPT’s must ensure that their activities are covered by insurance. The Student Grants and Development Office can provide further assistance regarding this requirement.

5.5.4 Funds Management and Acquittal

Distribution of approved SPPT funds will be managed and acquitted by the Student Grants and Development Office in consultation with the SPPT’s leaders. Each SPPT will have a QUT project account with all financial transactions being processed in accordance with QUT’s financial procedures. The SPPT leaders will work in conjunction with the Student Grants and Development Office in the formal acquittal of the funding allocated to the SPPT.
5.5.5 Change of Team Leaders

The Student Grants and Development Office must be notified of changes in the leadership of SPPT’s who have received SCAP grants funding. A new SCAP Terms and Conditions Declaration Form must be completed noting the new SPPT’s leaders’ intention to manage the funds responsibly.

6.0 Relevant QUT Policies

6.1 QUT’s Student Code of Conduct

Please visit www.mopp.qut.edu.au/E/E_02_01.jsp.

Principles: QUT expects that, as members of the QUT community, students will conduct themselves in a manner which:

- allows all members of the QUT community reasonable freedom to pursue their QUT activities safely and without unreasonable disruption or discrimination;
- is fair, honest and consistent with principles of academic integrity;
- ensures that QUT facilities, property and services are used appropriately.

Relevant QUT Policies include but are not confined to:

- MOPP A/1.5 Assurance and Risk Management Charter
- MOPP A/7.1 Indemnity and Insurance
- MOPP A/8.4 Equal opportunity and diversity policy
- MOPP A/8.7 Cultural diversity and anti-racism policy
- MOPP A/9 Health and safety policies
- MOPP E/2.1 QUT Student Code of Conduct
- MOPP H/3.6 Campus Services, events and alcohol
- MOPP B8.6 Corruption and Fraud Control Policy
- MOPP B8.7 Conflicts of Interest Policy

Other related legislation: Higher Education Support Act 2003. See section 3.2.5 and sections 19-38. See also Student Services and Amenities Fee Q & A- spending revenues from the fee.

7.0 Grant Application Procedures

7.1 All clubs and groups duly constituted and all SPPT’s adhering to the obligations set out in this SCAP Grants Governance Manual are eligible to apply for grant funding.

7.2 At a minimum, two funding rounds will be available each year. For details on the application dates, please refer to the SCAP Grants Schedule. Clubs, groups and SPPT’s are encouraged to apply for grants at least one semester before the planned event or project. Refer to 5.3 for exemptions to deadlines.
7.3 All SCAP Grants Application Forms must be submitted prior to the published deadline to the Student Grants and Development Office for processing. Clubs, groups or SPPT’s, by submitting a letter with a SCAP Grants Application Form detailing the special circumstances, may be granted an exemption to the deadlines as set by the SCAP Grants Committees.

7.4 The grants application process is as follows:
   a. Complete a SCAP Grants Application Form online.
   b. When applying for a grant, a club, group or SPPT shall indicate in the application, the relevant category the grant will fall under. Funding will be provided only for expenses that fall within that category. Failure to apply for funding under the correct category may jeopardise eligibility for funding.
   c. Check with the Student Grants and Development Office if extra information is needed to complete the application (e.g. insurance, confirmation of partnerships).
   d. The application will then be presented to the SCAP Grants Committees for consideration at its next meeting.
   e. Clubs, groups and SPPT’s will be notified by email of the outcome of the SCAP Grants Committee’s decision, and a list of all grants will be published on the SCAP website.

7.5 Clubs, groups and SPPT’s are required to declare all existing and anticipated income from any other sources (QUT Guild, sponsors, Faculties and Departments etc.). Investigation by the SCAP Grants Committees into the funding structure and status of clubs, groups or SPPT’s may be necessary to determine an applicant’s eligibility and/or an appropriate funding amount.

8.0 Grant Regulations

8.1 These Grant Regulations are binding on clubs, groups and SPPT’s. The SCAP Grants Committees have the authority to clarify or interpret these Regulations from time to time.

8.2 All grant applications must show a relationship to the purpose and objectives of the club, group or the specific project developed by the SPPT.

8.3 If two or more clubs or groups apply to run the same or similar events or make a similar purchase, a special application can be made to the SCAP Grants Committee for each club or group to receive the full amount for which each are eligible. If this application is declined, the grant funding received will be no more than the limit for a single club or group were it to apply for the same grant, and this is to be split equally among the applying clubs or groups.

8.4 Grant applications that demonstrate productive partnerships that assist the grant recipient to produce better outcomes (e.g. via use of a partner’s skills, amenities or other resources), without detracting significantly from the activity’s branding as a QUT activity, will be viewed favourably. These partnerships may include partnerships with: community organisations (profit/non-profit); any tier of government; departments within QUT, etc.

8.5 A club or group can make one grant application with a list of dates for small repeating events in one semester. However the applicant is strongly advised to consult the Student Grants and Development Office to discuss what may be permissible before an application is submitted.

8.6 Any changes to the details of a grant must be advised in writing to the Student Grants and Development Office 48 hours prior to the event or the grant may be revoked.
8.7 Applications will not be approved for clubs, groups or SPPT’s for activities or events that are more appropriately funded by another QUT department or external source of funding or the QUT Guild.

8.8 No funding will be permitted for the following purposes:

- Purchase of alcohol. (If alcohol is to be consumed at the event, organisers must pursue best endeavours to ensure safe and responsible drinking and appropriate behaviour of guests. Events which are clearly alcohol focused in their promotion and format, including but not confined to pub crawls and events with open bar tabs, are discouraged and may not be approved for funding, even if the application is for non-alcohol related purposes.)
- QUT Guild annual election, referendum or by-election
- To support political parties, or to support the election of a person to a Commonwealth or State or Territory Parliament or local Government body (Higher Education Support Act 2003)

8.9 Only current QUT students will be funded. Grant recipients will be required to provide an attendance list to the Student Grants and Development Office as part of the acquittal process. Attendance lists must include the name, student number, course and signature of all those attending.

8.10 Grant recipients are requested to inform the Student Grants and Development Office of current and upcoming events. Preferably by email to gdo@qut.edu.au, please include all relevant information including the date, time, location cost, etc.

8.11 Grant recipients are required to be actively involved in promoting their event to the QUT community with the aim of enhancing QUT student life including promotion on the social media site “QUT Students” and other media as directed by the Students Grants and Development Office. All publications, other printed materials, websites or communications media sites funded by the SCAP Grants Scheme must have the QUT logo clearly displayed, and must provide fair and reasonable acknowledgement of the use of SSAF funds for the grants recipients program. The following text should be displayed where appropriate: Funding for this initiative was provided by the Student Services and Amenities Fee (SSAF).

8.12 All use of the QUT Logo by grant recipients must be in accordance with the QUT Corporate Identity Manual http://www.marketingcomm.qut.edu.au/pubs/corpid/index.jsp and will be subject to the approval of the Student Grants and Development Office.

8.13 Any grant recipient that breaches grounds use policy, or damages property, grounds or equipment, will forfeit their eligibility for funding for the event at which the policy breach or damage occurred, and may be subject to the provisions of MOPPE/2.1 Student Misconduct.

8.14 Any club, group or SPPT activity or event must be held on campus where possible, unless intentionally aiming to engage with the community (e.g. a community volunteering project or sports event where facilities are not available at QUT). On campus activities will receive funding priority. If the location of the activity or event is to be off campus, an exemption must be applied for in writing to, and granted by, the SCAP Grants Committee. On campus is defined as any QUT building or space.

8.15 The SCAP Grants Committees reserve the right to impose conditions with any grant provided to a club, group or SPPT to take account of the circumstances associated with the grant or nature of the activity.
8.16 Clubs, groups and SPPT’s should contact the Student Grants and Development Office when in doubt about prior funding, their entitlements, or other accountability and reporting requirements.

8.17 Any grievances arising from the administration of the SCAP Grants Scheme is governed by MOPP E/9.2 Grievance Resolution Procedures for Student Related Grievances.

9.0 Financial Regulations and Payment Procedures

9.1 Grant funds are to be distributed to clubs, groups and SPPT’s upon formal approval from the SCAP Grants Committees.

9.2 Grant recipients must provide evidence of compliance with all grant conditions required by the SCAP Grants Committees within the timeframe specified prior to the payment of the approved grant funding. If a grant has conditions attached, these will be communicated via email to the nominated student leader at the time of conditional approval.

9.3 Grant recipients will be required to sign a SCAP Grants Terms and Conditions Declaration Form (refer Appendix 1). At the discretion of the Student Grants and Development Office, a grant recipient may be required to enter into a further separate agreement in relation to the grant.

9.4 A Payment Claim form will be completed by the Student Grants and Development Office and sent to the QUT Corporate Finance Department for processing once compliance with grant conditions stipulated by the SCAP Grants Committee is confirmed.

9.5 In accordance with QUT financial processes and any directions from the Student Grants and Development Office Co-ordinator, funds will be transferred into the nominated bank account within 30 days of receipt of all documentation, including evidence of compliance with all conditions stipulated by the SCAP Grants Committees. Please refer to the SPPT Obligations section of this document for information on financial processes directly relating to SPPT’s.

9.6 Grant recipients will receive a Remittance Advice to their nominated email address when the Payment Claim form has been processed for payment.

9.7 Clubs and groups are responsible for the financial management of their grant, and are liable for implementing accurate and accountable spending processes associated with the grant.

9.8 Distribution of approved SPPT funds will be managed and acquitted by the Student Grants and Development Office in consultation with the SPPT’s leaders. Each SPPT will have a QUT project account with all financial transactions being processed in accordance with QUT’s financial procedures. The SPPT leaders will work in conjunction with the Student Grants and Development Office in the formal acquittal of the funding allocated to the SPPT.

9.9 Clubs that are registered for GST are entitled to claim a GST credit for their purchases and must keep the appropriate tax invoices, register dockets, receipts or invoices to support any claim for reimbursement by QUT.

9.10 The SCAP Grants Scheme will not pay grants for amounts under $5. Payments will be held and accumulated until grants exceed $20. Any outstanding grants will be paid in the final funding round for the year.
9.11 Assets that are funded by a SCAP grant must be purchased in a way consistent with QUT’s procurement principles (MOPP G/5.3). Clubs making purchases should aim to advance QUT and the Club’s aims and attempt to achieve value-for-money. Good probity and accountability practices should be pursued by adopting the following four principles:

- Fairness and impartiality
- Transparency of process
- Confidentiality and security of information and materials
- Effective management of conflicts of interest.

Please contact the Student Grants and Development Office for further advice.

9.12 An acquittal report (maximum two-page length) describing the benefits and outcomes of the project/event must be submitted to the Student Grants and Development Office within 25 days after the completion date for Grant acquittal. The report must include:

- The number of QUT students and other people who attended/participated in the activity or event. If required as a condition of grant, an attendance list consisting of names, student numbers, courses and signatures should be provided.
- The number of new students recruited to the club resulting from the project activity or event
- Revenue raised from the event
- Publicity received
- Print-quality colour photographs of the project and the awareness activity or event (either in hard copy or digitally in JPEG format with a resolution of 300 dpi).
- An Income and Expenditure Statement signed by the President and Treasurer (form to be provided by Student Grants and Development Office). This statement should include a statement that the grant funds have been spent for the purposes of the project and in accordance with the funding guidelines. Grants of the value of over $20,000 are required to have an Income and Expenditure Statement prepared on a Statutory Declaration form and be audited by an independent qualified auditor.
- Evidence of total expenditure for the grant. Clubs must provide all appropriate tax invoices, register dockets, receipts, or paid invoices along with their acquittal documentation. The Student Grants and Development Office will not accept original, hard copy receipts. These must be scanned and emailed, or photocopied, and submitted to the Student Grants and Development Office. If tax invoices or receipts cannot be provided, a statutory declaration form will be required to give effect to this requirement.

9.13 Any club, group or SPPT which fails to lodge their acquittal form within 25 days after the event or purchase may lose their entitlement to that grant or eligibility for future grants, unless the Chair of the SCAP Grants Committee approves an extension.

9.14 As part of the acquittal process, clubs and groups must return any unspent funding to the Student Grants and Development Office via QUT Pay within 14 days of being notified by the Student Grants and Development Office of the amount to be repaid.

9.15 In the event of financial misappropriation, the Student Grants and Development Office will pursue actions in accordance with the SCAP Grants Terms and Conditions Declaration Form signed by club, group or SPPT leaders.
9.16 All relevant records of the grant funding will be kept for a period of seven years and will be made available for audit at any time. QUT's Assurance and Risk Management Services may conduct an audit of financial acquittals on a sample basis.

9.17 Should a club, group or SPPT become deregistered or disaffiliated (in accordance with the QUT Guild Clubs and Societies Constitution), or be deemed to be unviable or dysfunctional in terms of its governance, business operations or stated objectives by the Registrar or Chair of the SCAP Grants Committee (in its absolute discretion), any assets that have been purchased with SCAP grant funding must not be sold, transferred or in any other way disposed of. Ownership of these assets must be transferred by the club, group or SPPT to QUT.

10.0 Student Clubs and Projects (SCAP) Grants Committees

The Governance Manual makes provision for two committees if required to consider and assess grant applications from clubs, groups and SPPT's: one, a general grants committee, which will consider applications from non-sport clubs, groups and SPPT's, and one which will consider applications from sport and recreation clubs, groups and SPPT's.

Both Committees have the same Terms of Reference. Membership of the two Committees varies to take account of workload issues and the different expertise required for sport and non-sport activities.

The deliberations of the Committees will be subject to the terms and provisions of this Governance Manual.

10.1 Terms of Reference

10.1.1 Assess applications for SCAP grants in line with the approved and published eligibility and assessment criteria and in accordance with the provisions of the SCAP Grants Governance Manual;

10.1.2 Make decisions regarding the distribution of SCAP grants, taking account of the funds available;

10.1.3 If the funds in a particular grant category are not fully committed, shift the funds, if required, to another category for which there is greater demand;

10.1.4 In time of budgetary constraints, restrict the availability of some or all categories of grants;

10.1.5 Grant exemptions to funding limits under special circumstances;

10.1.6 Should the SCAP Grants Committee consider there to be special circumstances related to a particular application that varies from the provisions of this Governance Manual and/or the SCAP Grants Schedule, and wish to recommend the approval of that application for a grant, the SCAP Grants Committee, via the Chair, may recommend that the Registrar approve the grant. The Registrar has authority to approve SCAP grant funding that is consistent with the overall intent of the SCAP Grants Scheme and subject to the availability of funding within the relevant SCAP funding category.
10.1.7 Receive progress/completion reports from the Student Grants and Development Office regarding clubs, groups or SPPT’s that have previously received funding from the SCAP Grants Scheme;

10.1.8 Provide reports on an annual basis (or more regularly if required) to the Registrar on the operations of the SCAP Grants Committee, the distribution of SCAP Grants, and outcomes arising from these distributions;

10.1.9 Make recommendations to the Registrar for changes or improvements to the operation of the SCAP Grants Scheme or the SCAP Grants Committee.

10.2 SCAP Grants Committee Membership

The Committees structures are as follows:

**SCAP Non-Sport (General) Grants Committee**

<table>
<thead>
<tr>
<th>Position</th>
<th>Role/Selection Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Student Support Services (Chair)</td>
<td>Ex-Officio member</td>
</tr>
<tr>
<td>Two QUT Guild nominees</td>
<td>To be elected from a ballot of all QUT Guild Non-Sport Club Presidents on an annual basis</td>
</tr>
<tr>
<td>Undergraduate Student</td>
<td>Nominated by an Executive Dean on an annual basis</td>
</tr>
<tr>
<td>Postgraduate Student</td>
<td>Nominated by an Executive Dean on an annual basis</td>
</tr>
<tr>
<td>Manager, Student Engagement Team</td>
<td>Ex-Officio member</td>
</tr>
<tr>
<td>Two Alumni or QUT staff members</td>
<td>Nominated by Registrar on an annual basis</td>
</tr>
<tr>
<td>Committee Secretary (non-voting)</td>
<td>Nominated by Chair</td>
</tr>
</tbody>
</table>

**SCAP Sport and Recreation Grants Committee**

<table>
<thead>
<tr>
<th>Position</th>
<th>Role/Selection Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Student Support Services (Chair)</td>
<td>Ex-Officio member</td>
</tr>
<tr>
<td>Two QUT Guild nominees</td>
<td>To be elected from a ballot of all QUT Guild Sport and Recreation Club Presidents on an annual basis</td>
</tr>
<tr>
<td>One student representative from the Elite Athlete Program/VC Elite Athlete Scholarship Program</td>
<td>To be elected from a ballot of participants in these Programs on an annual basis</td>
</tr>
<tr>
<td>Undergraduate Student</td>
<td>Nominated by an Executive Dean on an annual basis</td>
</tr>
<tr>
<td>Role</td>
<td>Appointment</td>
</tr>
<tr>
<td>------------------------------------------------</td>
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<tr>
<td>Postgraduate Student</td>
<td>Nominated by an Executive Dean on an annual basis</td>
</tr>
<tr>
<td>Manager, Student Engagement Team</td>
<td>Ex-Officio member</td>
</tr>
<tr>
<td>Two Alumni or QUT staff members</td>
<td>Nominated by Registrar on an annual basis</td>
</tr>
<tr>
<td>Committee Secretary (non-voting)</td>
<td>Nominated by Chair</td>
</tr>
</tbody>
</table>

The SCAP Grants Committees shall be constituted on an annual basis and the SCAP Grants Committee members’ term of office will be for a full year. All elections or nominations for positions must be made by 30 April each year. All student nominees must be currently enrolled students and be intending to be enrolled students over the second half of the calendar year in which they are nominated and/or elected and the first half of the following year. One of the students nominated by an Executive Dean must be an international student.

10.3 Disclosure of Interests

Members must declare in advance of Committee meetings any known interests which may have a potential conflict with the business of, or their role on, the SCAP Grants Committees by completing and lodging with the Secretary a Disclosure of Interests form. If a potential conflict of interest becomes apparent during a meeting, the potential conflict of interest must be brought to the immediate attention of the Chair. The Secretary shall maintain a Register of completed forms for reference and will present any completed forms to the relevant SCAP Grants Committee for noting. Members are encouraged to seek advice from the Chair in determining what constitutes a potential conflict of interest.

10.4 Committee Meeting Procedures

10.4.1 Meetings will be held at least two times per year or more depending on the business of the SCAP Grants Committee.

10.4.2 In consultation with the Chair, the SCAP Grants Committee Secretary will be responsible for distributing meeting notices, agendas and supporting information to members and invitees.

10.4.3 The SCAP Grants Committee Secretary is responsible for recording the Minutes of each meeting of the SCAP Grants Committee. The Minutes will be circulated with the agenda for the next meeting for confirmation at that meeting.

10.4.4 A SCAP Grants Committee is not properly convened and cannot transact business unless there is a quorum. The quorum for a SCAP Grants Committee meeting is at least one-half of its current membership, or if one-half is not a whole number, the figure is rounded up to the next whole number.

10.4.5 The conduct of SCAP Grants Committee meetings is to be managed by the Chair, subject to these procedures. The Secretary is to be present for all formal deliberations of the SCAP Grants Committee.
10.4.6 The Chair may exercise his/her discretion and invite observers and/or advisers and/or prospective or current grant recipients to join SCAP Grants Committee meetings for relevant agenda items.

10.4.7 Proxies are not permitted to attend SCAP Grants Committee meetings. Substitutes for ex-officio positions or the Alumnus/QUT staff members are allowed to attend and participate with full membership rights at a SCAP Grants Committee meeting.

10.4.8 All SCAP Grants Committee members are required to take part in assessing grant applications and transacting other business of the SCAP Grants Committee. Where a vote is taken, all SCAP Grants Committee members will be permitted a vote except for the SCAP Grants Committee Secretary. In the event of a vote where a majority has not been achieved, the Chair will have the deciding vote.

10.4.9 In between meetings of the SCAP Grants Committees, the Chair of the SCAP Grants Committee may exercise the powers of the SCAP Grants Committee where a matter is either of a routine nature or requires immediate action. The Chair may give any reasonable directions for these purposes, but reports any executive action taken to next meeting of the SCAP Grants Committee.

10.4.10 Where decisions by the Chair that occur outside of SCAP Grants Committee meeting deliberations are not consistent with the provisions of this Governance Manual and/or the SCAP Grants Schedule, a recommendation must first be approved by the Registrar. The Registrar has authority to approve SCAP grant funding that is consistent with the overall intent of the SCAP Grants Scheme and subject to the availability of funding within the relevant SCAP funding category.

10.4.11 Where a decision of the SCAP Grants Committee is required before the next scheduled meeting, and the Chair does not wish to take executive action, the Chair may issue a flying minute. A flying minute takes the usual form of a submission to the SCAP Grants Committee, with a recommendation which members can vote for or against or abstain from. Members are asked to confirm their vote on a flying minute, in writing or via email, to the Secretary by a specified date. The number of responses, whether voting for or against the recommendation or abstaining from the vote, must meet the quorum provisions in these procedures. A report on the outcome of a flying minute, indicating the number of votes for and against a recommendation, as well as the number of members who abstained or did not respond, is provided at the next meeting for noting. Where the recommendation is approved, the text of the decision is included in a resolution in the minutes of the meeting at which the report on the outcome is noted.
Appendix 1

SCAP Grants Terms and Conditions Declaration Form

Upon approval of your grant, your organisation (or sponsor or specific team leader, if applicable) agrees with QUT that the following terms and conditions apply to the grant application and to the proposed project (the project):

1. The Student Grants and Development Office may make enquiries and collect information relevant to your organisation’s grant application for any purposes, including assessment, acquittal and for promotional material including media releases, websites, brochures and any other material.

2. Where an organisation (or sponsor) does not have an ABN, the organisation (or sponsor) is required to complete a Statement of Supplier, quoting the reason for not quoting an ABN to an enterprise. The completed Statement of Supplier is to be returned to Student Grants and Development Office and submitted with any grant payments and reimbursements for the organisation (or sponsor).

3. For a GST unregistered entity without an ABN, the payment will include an allowance of 10 per cent for the GST expense to be covered by the grant. The organisation (or sponsor) cannot recoup the GST from the ATO.

4. The organisation (or sponsor) must have public liability insurance cover of at least $10 million (in total and per event) that is current and remains current for the duration of the project. A certificate of currency must be provided upon request by Student Grants and Development Office.

5. Any approved sponsor must remain the organisation’s sponsor until acquittal or until a new sponsor is approved by the Student Grants and Development Office.

6. Neither the project, nor any component of the project forming part of the grant application, may be commenced before formal notification that the organisation’s grant application has been successful.

7. A successful grant applicant may, at the discretion of Student Grants and Development Office, be required to enter into a separate agreement in relation to the grant.

8. The grant must be:

- Used for the purpose for which it was given;
- Spent on the activities outlined in the grant application and as approved by the SCAP Grants Committee, unless a variation is applied for in writing and approved by the SCAP Grants Committee;
- Spent within the approved timeframe of its payment, unless a written request for an extension of time is approved at the absolute discretion of the Chair of the SCAP Grants Committee;
- Acquitted within the approved timeframe, unless a written request for an extension of time is approved at the absolute discretion of the Chair of the SCAP Grants Committee.

9. The grant must not be used for the purchase of alcoholic beverages. If alcohol is to be consumed at the event, organisers must pursue best endeavours to ensure safe and responsible drinking and appropriate behaviour of guests.
10. Grant recipients are required to be actively involved in promoting their event to the QUT community with the aim of enhancing QUT student life including promotion on the social media site QUT Students and other media as directed by the Students Grants and Development Office. All publications, other printed materials, websites or communications media sites funded by the SCAP Grants Scheme must have the QUT logo clearly displayed, and must provide fair and reasonable acknowledgement of the use of SSAF funds for the grants recipients program. The following text should be displayed where appropriate: 

Funding for this initiative was provided by the Student Services and Amenities Fee (SSAF).

11. All use of the QUT Logo by grant recipients must be in accordance with the QUT Corporate Identity Manual http://www.marketingcomm.qut.edu.au/pubs/corpid/index.jsp and will be subject to the approval of the Student Grants and Development Office.

12. QUT must be informed in writing in the event of cancellation of a funded activity, and unspent funds returned to QUT immediately. In addition, any unspent/uncommitted grant funding must be returned to the Student Grants and Development Office within 14 days of the Student Grants and Development Office’s written request if the organisation:

- Has not commenced the project within the first month of issuing the Grant funding; and or
- Has failed to comply with the Grants Program’s terms and conditions for issuing the Grant funding.

13. Should a club, group or SPPT in receipt of SCAP grant funding become deregistered or disaffiliated (in accordance with the QUT Guild Clubs and Societies Constitution), or, be deemed to be unviable or dysfunctional in terms of its governance, business operations or stated objectives by the Registrar or Chair of the SCAPS Grant Committee (in its absolute discretion), any assets that have been purchased with SCAP grant funding must not be sold, transferred or in any other way be disposed of. Ownership of the said assets must be transferred by the club, group or SPPT to QUT.

14. An acquittal report (maximum two-page length) describing the benefits and outcomes of the project/event must be submitted to the Student Grants and Development Office within 25 days after completion date for grant acquittal. The report must include:

- The number of QUT students and other people who attended/participated in the activity or event. If required as a condition of grant, an attendance list consisting of names, student numbers, courses and signatures should be provided;
- The number of new students recruited to the club resulting from the project activity or event.
- Revenue raised from the event;
- Publicity received;
- Print-quality colour photographs of the project and the awareness activity or event (either in hard copy or digitally in JPEG format with a resolution of 300 dpi);
- An Income and Expenditure Statement signed by the President and Treasurer (form to be provided by Student Grants and Development Office). This statement should include a statement that the grant funds have been spent for the purposes of the project and in accordance with the funding guidelines. Grants of the value of over $20,000 are required to have an Income and Expenditure Statement prepared on a Statutory Declaration form and be audited by an independent qualified auditor;
• Evidence of total expenditure for the grant. Clubs must provide all appropriate tax invoices, register dockets, receipts, or paid invoices along with their acquittal documentation. The Student Grants and Development Office will not accept original, hard copy receipts. These must be scanned and emailed, or photocopied, and submitted to the Student Grants and Development Office. If tax invoices or receipts cannot be provided, a statutory declaration form will be required to give effect to this requirement.

As part of the acquittal process, Clubs must return any unspent funding to the Student Grants and Development Office via QUT Pay (using the product Reimbursement to QUT, Other Miscellaneous Payments and following the prompts) within 14 days of being notified by the Student Grants and Development Office of the amount to be repaid. (You will be required to enter the cost centre code for the return of funds. This will be provided by the Student Grants and Development Office.) Re-payment or return of funds may vary and clubs, groups and SPPT’s agree to follow any directions differing to those listed above regarding payment or return of funds.

15. Misappropriation or misuse of SCAP grants funds or part thereof will result in the following consequences until any monies misappropriated or misused are repaid in full including recovery fees and legal costs:

• withholding of all QUT services, including access to QUT Virtual;
• prevention of the release of an official copy of results, transcript of aware and/or certificate of award;
• prevention of degree/diploma conferral and graduation;
• prevention of re-enrolment to the current course, following a period of absence, or to another course at QUT or another Australian University;
• QUT may apply any money it owes the student (e.g. refund of fees) to partially or fully discharge the repayment of the Grant;
• Other actions, including referral to the Queensland Police or other bodies as appropriate.

16. All relevant records of the grant funding will be kept for a period of seven years and will be made available for audit at any time. QUT's Assurance and Risk Management Services may conduct an audit of financial acquittals on a sample basis.

17. The Club, Group or SPPT (or the Entity’s sponsor) indemnifies, and must keep indemnified, QUT, its employees, contractors and agents against any costs, expenses, loss or damage which the organisation or QUT may incur or sustain and any actions proceedings, claims and demands which may be brought or made against the organisation or QUT, its employees, contractors and agents, by any person in respect of or by reason of or arising out of the Grant application, the project or the use of Grant funds, or a breach of these Terms and Conditions.

I certify that, having been awarded SCAP grant funding, I have read, understood and agree to the Terms and Conditions set out above, and I certify that all expenditure of grant funding will be in accordance with my grant application unless a variation is approved, in advance, of the project/event by the Student Grants and Development Committee. I have read and will abide by the obligations and provisions set out within the Student Clubs and Projects Grants Governance Manual. I give permission for the Student Grants and Development Office to obtain further information by contacting the relevant person from the Club or SPPT (or sponsor) and/or those persons or organisations that have provided letters of support.

I further understand and agree that misappropriation or misuse of SCAP Grants funds or part thereof will result in the consequences outlined in item 15 above.