**Student and Staff Annual Round**

**Expression of Interest for SSAF funding**

This is an Expression of Interest (EOI) that will be reviewed by the SSAF team and then considered by the Student Representative Councils for endorsement. Final approval will then be requested from the Chief Operating Officer for all SSAF funding. You will receive notification on the outcome of your EOI by the SSAF Team once decisions have been finalised.

There is limited budget available for allocation. We are interested to see proposals that benefit large proportions of the Charles Sturt student cohort and positively impact the overall student experience. Proposals need to align with student priorities identified in the student survey and the 19 legislated areas within the Government guidelines.

Only proposals which are not eligible for funding elsewhere will be considered.

If you require support to complete this EOI, please contact ssaf@csu.edu.au

More information about how to submit your EOI is available on the [Current Students website page](https://www.csu.edu.au/current-students/financial-and-scholarship/fees/student-services-amenities-fee-ssaf). More information about SSAF is available on the <https://www.education.gov.au/higher-education-loan-program/approved-hep-information/student-services-and-amenities-fee-ssaf-and-sa-help>

Next steps

### Student Representative Councils review

All SSAF EOI submissions will be collated and sent to the Charles Sturt Student Representative Councils (SRC) for ranking in order of priority. This process is managed by the SSAF team. You do not need to send your proposal to the SRC prior to submitting.

### SSAF Team review

The SSAF team will review all EOI submissions and SRC rankings and identify projects which should progress to the next stage for final approval by the Chief Operating Officer (COO).

### COO approval

Following the above stages all fully detailed submissions will be recommended to the COO for final approval for SSAF funding.

**Submit your completed Expression of Interest to** **ssaf@csu.edu.au** **by the SSAF Student and Staff Annual Submission Round closing date listed on the SSAF webpage.**

## Proposer overview

|  |  |
| --- | --- |
| Proposer name and position title/student ID |  |
| ProJECT Lead name and positon title | *Name of staff responsible for the project and expenditure of funds. For student proposals this would most likely be a Student Representation Officer from the Division of Student Experience or a staff member within the area of which the proposal will run. Please contact engagement@csu.edu.au if you require assistance/support with your project* |
| Project AFFILiaTION | *Where management of project will sit i.e. Division, Faculty, School, Campus etc.* |
| Endorsement | *For Staff proposals you will need signed approval here from Manager, Associate Director, Executive Director or Executive Dean that supports your project:**Name:* *Signed:* |

## Proposal overview

|  |  |
| --- | --- |
| Project title |  |
| project summary *Max 60 words* |  |
| Project Description*Max 400 words* |  |
| project Outcomes*Identify the outcomes intended from this project and explain how willthey enhance the student experience.* |  |
| impacted students*Identify and explain what proportion of Charles Sturt students will be impacted by this project.* |  |
| project category | [ ] Building and/or facilities infrastructure[ ] Information Technology[ ] Student experience[ ]  Other |
| project ssaf history*Identify and explain if this project has previously been rejected or approved for SSAF funds.* |  |
| If this is a recurrent SSAF funded project please supply details/numbers around student usage of this project and how well it has been used/implemented |  |

## Proposal financial overview

|  |  |
| --- | --- |
| Salary budget |  |
| Non-salary budget |  |
| Total SSAF budget  |  |
| Sustainability statement*Indicate what occurs post funding e.g., project ceases; project initiatives absorbed into standard operating processes and funding etc* |  |

## Project requirements

|  |  |
| --- | --- |
| Student survey outcomes*Students have told us their top priorities for the spending of SSAF funds.* *Identify which priorities your proposal meets.* | [ ] Supporting health and wellbeing of students[ ] Helping student obtain employment or advice on careers[ ] Student Club activities and events [ ] Providing food/drink to students on campus[ ] Student Leadership Program (i.e. student conference, mentoring) [ ] Online and on campus orientation[ ] Transport/Transfer and accommodation services during intensive schools[ ] Social activities and events  |

|  |  |
| --- | --- |
| funding must fall into at least one of the Government Legislated areas for which funding can be spent.*please tick maximum of only 2 of the areas your project aligns with.* | [ ] Providing food or drink to students on a campus of the higher education provider[ ] Supporting a sporting or other recreational activity by students[ ] Supporting the administration of a club most of whose members are students[ ] Caring for children of students[ ] Providing legal services to students[ ] Promoting the health or welfare of students[ ]  Helping students secure accommodation[ ] Helping students obtain employment or advice on careers[ ] Helping students with their financial affairs[ ] Helping students obtain insurance against personal accidents[ ] Supporting debating by students[ ] Providing libraries and reading rooms (other than those provided for academic purposes) for students[ ] Supporting an artistic activity by students[ ] Supporting the production and dissemination to students of media whose content is provided by students[ ] Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled[ ] Advising on matters arising under the higher education provider’s rules (however described)[ ] Advocating students’ interests in matters arising under the higher education provider’s rules (however described)[ ] Giving students information to help them in their orientation[ ] Helping meet the specific needs of overseas students relating to their welfare, accommodation, and employment. |