Division of Students

SSAF Working Group

**Student Annual Submission Round**

**Expression of Interest for 2023 Funding**

# Round opens 9.00am 8th August – closes 5.00pm 16th September 2022

This is an initial Expression of Interest (EOI) that will be considered by the Student Representative Councils and the SSAF Working Group for endorsement. Final approval will then be requested from the HINS Governance Committee once a fully costed EOI is received from successful applications. You will be notified by the SSAF Team of any updates on your submission.

There is a 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 the student survey outcomes, University strategy and 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](mailto:ssaf@csu.edu.au)

More information about how to submit your EOI is available on the Division of Students website. More information about SSAF is available on the [Department of Education, Skills and Employment, Australian Government website.](https://www.dese.gov.au/higher-education-loan-program/approved-hep-information/student-services-and-amenities-fee#charging-and-paying-the-fee)

## 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.

### SSAF working group review

The SSAF working group will review all EOI submissions and SRC rankings at their October meeting. They will identify projects which should progress to the next stage of submission for final approval by the HINS Governance Committee.

### Detailed project plans

Projects recommended for the second stage of the endorsement process will be requested to complete a detailed submission which will include a project plan outlining milestones, and an itemised budget with salary and on-cost details.

If your project is recommended, the SSAF team will provide you with a proposal template and guide you through this process.

### HINS Governance Committee approval

Following the above stages all fully detailed submissions will be recommended to the HINS Governance Committee for approval for 2023 SSAF funding.

**Submit your completed Expression of Interest to** [**ssaf@csu.edu.au**](mailto:ssaf@csu.edu.au) **by the SSAF Student and Staff Annual Submission Round closing date - 5.00pm Friday 16th September 2022**

## 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 Success. 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.* |  |

## Proposal financial overview

|  |  |
| --- | --- |
| Salary budget |  |
| Non-salary budget |  |
| Total budget for 2023 |  |
| 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  Help to develop study skills outside of their course  Giving students free Library textbook postage  IT support  Social activities and events  Providing food/drink to students on campus  Sporting recreational activities |
| identify the university stragey outcomes your project meets. | Students:  Provide high quality courses to advance student careers and promote regional prosperity  Deliver authentic student experiences for on campus and online students  Support students through pathways and retention strategies that enable successful completion  Develop courses of the future through industry co-design and options for micro-credentials and short courses  Grow on campus student numbers and specialist support for international, equity and First Nations students |

|  |  |
| --- | --- |
| 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. |