Event Management Funding Opportunity – Funding Application Guidelines

The Tertiary Alcohol Project (Phase 3) is supported by funding from the Australian Government under the National Binge Drinking Strategy.

Who can apply?
All UWA students who meet the selection criteria are encouraged to apply. The Event Management Funding Opportunity is an UWA Health Promotion Unit initiative that aims to support and resource members of the UWA community to run events which are inclusive, connective and develop leadership skills. Only one funding opportunity per event manager.

For further information or support to complete this application please contact the Project Officer, Bree Shields, on 6488 4230 or email bree.shields@uwa.edu.au.

How much funding is available?
UWA students have the opportunity to apply for up to $250.00 per application, to run an UWA event. Please be aware that the funding will be reimbursed after the event. Evaluation and receipts must be provided for reimbursement.

Selection criteria:
1. The event must:
   - Aim to include people from differing backgrounds in the event planning stages
   - Select a venue that is appropriate for a wide range of groups, including guests requiring disability access
   - Where possible, try and cater for the food requirements of cultural groups
   - Be registered through UWA Security & Parking or Guild
   - Adhere and promote the Responsible Service of Alcohol (if alcohol is served, supplied or sold)
2. Demonstrates community support for the event through partnerships
3. Demonstrate how it will benefit UWA students.
4. The Event Manager must have completed Responsible Service of Alcohol (if alcohol is served, sold or supplied) and Event Management Training
5. If necessary an Event Management Plan needs to be submitted

What will not be funded?
- Use funds for profit making initiatives/groups.
- Direct significant funding for purchase of capital items eg, Computers
- Event that receive funding from alcohol or alcohol related companies
- Conferences

Use of funding:
- Groups receiving event funds must expend them on the project described.
- Any amendments to the event described should be discussed with the UWA Health Promotion Unit before commencement. Failure to do so may void the funding.
Application process

STEP 1  Initial contact
➢ Contact Health Promotion Unit on 6488 4230 or email bree.shields@uwa.edu.au for an application form and guidelines.
➢ If necessary, organise and attend a meeting to discuss the funding program and planned event
➢ View the Submission Dates (see step 3)

STEP 2  Plan event & complete the Funding Application Form
➢ Continue planning your event.
➢ Applicants should complete the ‘Funding Application Form’.

STEP 3  Submission of Funding Application
➢ In person - Health Promotion Unit, Room 1.10, 1st floor of the Guild village, UWA
➢ Email - bree.shields@uwa.edu.au

2011 Submission dates

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Applicants will be notified of the outcome within 3 days of the ‘review of applications’ meeting. Applications must be submitted before the proposed event. Late applications will not be accepted.

STEP 4  Evaluation report
➢ Successful funding applications will be sent a confirmation letter and evaluation form. The evaluation form is to be completed and returned to the UWA Health Promotion Unit within 2 weeks of the completion of the event.
➢ Participant may be requested to attend a workshop to discuss their event with other potential EMFO participants.