



Welcome Week Grants Program Application Guide December 1, 2021



Do you have an idea for an innovative new co-curricular event for Welcome Week 2022? Apply now for funding and support from the Office of Student Life to develop and implement your idea.

About the Welcome Week Grant Program

The Welcome Week Grants Program provides funding and support for students to host events that build a sense of community.

Individual students or a group of students to access up to \$5,000 of funding and development support for event ideas in the areas of social activities and mentoring, professional development, community contribution and academic research. Events must be held between February 14– March 13, 2022.. There will be a separate upcoming grants program for co-curricular initiatives that run throughout the semester.

Applications will be accepted in two rounds. The application deadline for round one is 9am, Monday December 13, 2021. Round two will close at 9am, Monday December 13, 2021. Students are encouraged to apply for round one to ensure they have sufficient time to plan their events.

This Application Guide provides information on the grants program for students who are considering applying, including:

- Application process
- Assessment criteria
- Eligibility criteria
- Project ideas
- Core Commitments
- Timeline
- Other advice and further questions



Application process

To apply, you'll need to submit information about your events such as budget, timeline and activities via an online form before the deadline of 9am, Monday December 13, 2021.

[You can view the full application form here.](#)

We recommend drafting your application in a Word document first to ensure you do not lose any responses.

Once you've submitted your application, it will be assessed by a committee of staff and Student Representatives from across the University of Sydney, using the Assessment Criteria within this guide. We aim to assess applications and notify successful applicants by Wednesday 22 December 2021.

Assessment criteria

Events will be assessed against the following criteria:

1. Events must fit within one or more of the following activity categories:
 - a. Social and cohort building activities
 - b. Professional development or work integrated learning activities for Students.
 - c. Research and other academic opportunities for students.
 - d. Community volunteering projects.
2. Events must have a positive impact on students through supporting graduate qualities development and/or building social connections and a sense of belonging, community, and wellbeing.
3. Events must be held during Welcome Week or Week One of Term and be student led.
4. Events may be discipline specific but must be open to all students to participate in, regardless of Faculty or University School.
5. Events should consider strategies to minimise financial and student safety risk, with projects assessed as having severe risk being ineligible for funding.
6. Events must impact a wide group of students, funding is not available for individual activities.
7. Events that consider equity and strategies for engaging diverse student groups will be highly regarded.

Events will be funded up to a maximum value of \$5,000, with a limit of one application per student or student group. Applications may include multiple events or activities.

Events may be discipline specific, but must be open to all students. For example, students at the Conservatory might organise a concert for students, but all interested students should be able to attend regardless of the Faculty/School they are enrolled in.



Eligibility criteria

To be eligible to receive grant funding, applicants must:

- Be a currently enrolled student at the time of the event
- Agree to complete the core commitments of the program, outlined within this guide, to the best of your ability.
- Abide by the University of Sydney Student Charter, which outlines the mutual expectations of students and staff at the University of Sydney to create a productive and safe environment for learning, at all times. [Please note, the Student Charter can be read here.](#)

Project ideas

Examples of projects in each category that could be funded through the Welcome Week Grants Program include but are not limited to:

- Social and cohort building activities for students such as:
 - Trivia or games nights.
 - Cultural outings such as visits to museums, art exhibitions or tours of key Sydney landmarks.
 - Dinners or coffee meet-ups.
 - Speed friendship networking events.
- Professional development or work integrated learning activities for students such as:
 - Information and networking events such as Career Fairs or Career Nights.
 - Career development and skill building workshops.
 - Pitch, start-up, investment, case or industry project competitions.
 - Student-led art exhibitions or creative competitions.
 - Student-led podcasts or videos.
 - Workplace visits.
- Research and other academic opportunities for students such as:
 - Organisation of student-led conferences.
 - 1-minute thesis style competitions or similar opportunities to showcase academic work.
 - Student debates.
 - Study groups or book clubs.
 - Writing or essay competitions.
 - Student-led public talks.
- Community volunteering projects such as:
 - Group/ corporate volunteering for students at a local not-for-profit.
 - Student-led mental health initiatives.
 - Student-led volunteering initiatives that benefit the wider community e.g. charity drives



Other advice and further questions

Planning ahead

Final reports are due 11 March, a template will be distributed to all successful applicants to complete their final report.

Student grant recipients can choose to either provide invoices to Student Life for direct payment by our team, or pay out of pocket and then provide receipts to Student Life for reimbursement.

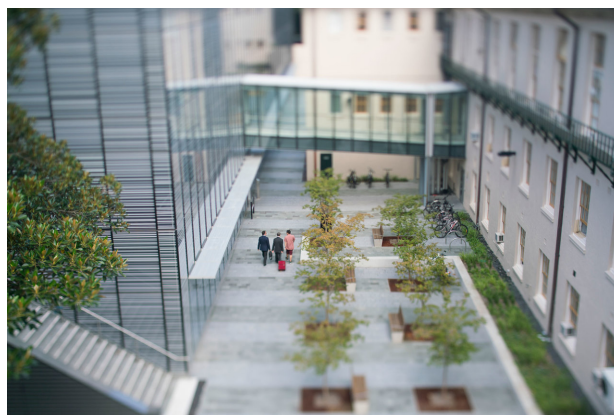
Students who choose to pay costs out of pocket should be aware that it will take a minimum of 1 month for funds to be reimbursed. Students must keep receipts in order to be reimbursed, and should get in touch about alternative options if receipts are lost – for example, a statutory declaration with accompanying evidence may also be considered.

Managing your project during the COVID-19 pandemic

If you are applying for a project that will be held in-person, please ensure you consider COVID-19 safety. Student Life will also provide guidance and support for ensuring your in-person project meets University of Sydney COVID-19 event safety requirements. You should also be aware that this means events often take additional time to plan compared to usual, and factor this into your timeline.

Further questions

We encourage you to reach out to The Office of Student Life with any questions about the Welcome Week Grants Program at studentlife.welcomegrants@sydney.edu.au.



For more information

Office of the Pro Vice-Chancellor (Student Life)

E studentlife.welcomegrants@sydney.edu.au.



THE UNIVERSITY OF
SYDNEY