



# BIPOC GRANTS PROGRAM

2023 FUNDING APPLICATION FORM

## **UMSU People of Colour Department**

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## **Aims of the UMSU People of Colour Department**

- (a) To ensure the interests of people of colour (students of colour) are effectively represented and advocated for in all aspects, operations and activities of UMSU and the University.
- (b) To oversee the activities, policies and direction of UMSU in areas related to the interests of students of colour.
- (c) To actively increase visibility and awareness about issues faced by students of colour at university.
- (d) To combat racist attitudes and expressions within UMSU, the University and the community.
- (e) To initiate and coordinate campaigns in regard to the wellbeing of students of colour.
- (f) To provide support, information, advocacy and referral to support services and other relevant resources or organizations as required for students of colour.
- (g) To provide opportunities for community building for students of colour.

## **BIPOC Grants Program Application Deadline for 2023**

For the entire year, we have \$1000 to allocate and students may apply for grants of up to \$500.

### *Deadline*

- 15<sup>th</sup> October 2023



### Eligibility Criteria

- Individual grant applicants must be currently enrolled University of Melbourne students. If the application is for a group project, at least 75% of the group must be University of Melbourne students; this shall apply unless the Committee deems special circumstances warrant an exception (e.g. training is to be provided to University of Melbourne students).
- All grant applicants must identify as Bla(c)k, Indigenous, and/or a Person of Colour.
- SSAF legislation dictates that any SSAF funded activity must contribute to the student experience; the planned event or initiative must be within the aims and objectives of the UMSU People of Colour Department.
- All material for the event, project or initiative must acknowledge receipt of any grant funds provided by UMSU. Copies must be given to the relevant Officer. i.e. Students must display the UMSU logo at the event or in advertising to be eligible for the grant.
- Grant funds cannot be used to promote sexism, racism, queer or homophobia, militarism, or religious or political discrimination.
- Grants will not be approved retrospectively in any circumstance; the planned event or initiative must be in the future.

### Application Process

1. Ensure you adhere to the terms and conditions.
2. Complete the attached BIPOC Grants Program Application Form.
3. Attach to the application (preferably in the same document):
  - a. the timeline of the project,
  - b. the expected budget for the project, and
  - c. other documents relevant to our understanding of your project.
4. Submit a draft of your application as a PDF or Word doc, via email, to the People of Colour Officers at [peopleofcolour@union.unimelb.edu.au](mailto:peopleofcolour@union.unimelb.edu.au) with the following title as a template: PROJECT NAME – BIPOC GRANTS PROGRAM APPLICATION DRAFT– 2023.
5. Attend a pre-liminary consultation with the UMSU People of Colour Officers prior to submitting the final grant application.
6. Submit your final application as a PDF or Word doc, via email to [peopleofcolour@union.unimelb.edu.au](mailto:peopleofcolour@union.unimelb.edu.au) with the following title as a template: PROJECT NAME – BIPOC GRANTS PROGRAM APPLICATION SUBMISSION – 2023.



## BIPOC GRANTS PROGRAM TERMS AND CONDITIONS

*Please read carefully before completing this form.*

### 1. Applicants

- 1.1. Individual grant applicants must be currently enrolled as a student in the University of Melbourne. If the application is for a group project, at least 75% of the group must be University of Melbourne students; this shall apply unless the Committee deems special circumstances warrant an exception (e.g. training is to be provided to University of Melbourne students).
- 1.2. Individual grant applicants must identify as bla(c)k, indigenous, and/or a person of colour. If the application is for a group project, all members of the group must identify as bla(c)k, indigenous, and/or a person of colour.

### 2. Project

- 2.1. Grants may be used for any type of project or opportunity for development including, but not limited to, performing arts, creative writing, visual arts, music, film, social events, and research opportunities.
- 2.2. Applicants are to make every effort to make their work accessible to everyone including people living with a disability, or who have special access requirements.
- 2.3. Applicants are to make every effort to make their work sustainable
- 2.4. The event, project or initiative must not explicitly or by their very nature, imply violence, promote racist, sexist, homophobic or militaristic points of view, hatred through militarism, nationalism, or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, ability, mental illness, economic circumstances, religion, or national or social origin.

### 3. Submission of Application

- 3.1. Grant applications must be submitted via email only. Please email applications to [peopleofcolour@union.unimelb.edu.au](mailto:peopleofcolour@union.unimelb.edu.au).
- 3.2. The applicant/s must arrange a consultation (to discuss their project and application) with the UMSU People of Colour Officers prior to submitting a grant application. Applicants that do not fulfill this condition will not be considered.
- 3.3. Applications will only be considered if the form is complete and all additional information is provided as detailed in the consultation.



- 3.4. Applicants must set a specific time frame in which the project or initiative will be completed.
- 3.5. Grant applications must be submitted before the completion of the event, project or initiative. No retrospective applications will be considered. Grants may be awarded after the completion of event, project or initiative, but the application itself must be submitted beforehand.
- 3.6. Event, project or initiative should not be undertaken presuming BIPOC Grants Program funding.
- 3.7. Applicants must make all information regarding the promotion, income, and funding of their project available to the UMSU People of Colour Committee.
- 3.8. All information relevant to the application (supporting documents) must be submitted with the application. Information submitted significantly later than the application may not be considered.

#### **4. Conditions of Grant Provision**

- 4.1. The UMSU People of Colour Committee will award grants up to a maximum of \$500. The amount awarded will be at the discretion of the UMSU People of Colour Committee and may be less than you applied for.
- 4.2. **BIPOC Grants will not be given for work that is part of course assessment, for example, a Masters or PhD exhibition, publication, or performance.**
- 4.3. If any condition of the grant is breached, the UMSU People of Colour Committee has the right to revoke or partially revoke the grant depending on the circumstances. In such circumstances, the applicant may be required to refund money already granted.
- 4.4. Grants will be paid to successful applicants within four weeks of the application deadline.

#### **5. Requirements of Successful Grant Application**

- 5.1. Acknowledgement must be given to both the UMSU People of Colour Department and the University of Melbourne Student Union on all publicity material. Successful grant recipients will be supplied with electronic copies of the UMSU People of Colour Department and UMSU logos, which must both be used according to the correct style guide.
- 5.2. Acknowledgement must be given to the Indigenous Traditional Owners of the land on which the project takes place. This must appear on any public material associated with the



project (e.g. Programs, Artist Statements, Facebook events). The UMSU People of Colour Department and the Indigenous Department can assist in writing a statement if necessary.

- 5.3. Copies of all publicity material, publications and recordings (including photos) associated with the project should be provided to the UMSU People of Colour Department for archiving in the Rowden White Library – Union Archives.
- 5.4. The UMSU People of Colour Officers and Committee are to be invited to the opening of any successfully funded events including opening nights, exhibition openings/closings.
- 5.5. If a successful grant applicant subsequently discovers circumstances which would have substantially altered the application, they must discuss this issue with the UMSU People of Colour Officers, who will report back to the Committee. Such circumstances would include, but are not limited to:
  - 5.5.1. cancellation of the event, project, or initiative;
  - 5.5.2. substantial change to the program or content; or
  - 5.5.3. substantial additional funding being secured.
- 5.6. Upon completion of the project, grant recipients are required to complete an acquittal process. Successful applicants will be provided with the acquittal form by the UMSU People of Colour Officers. The acquittal process must be completed within 30 days of the completion of the project as indicated in your timeline.

#### AGREEMENT

I / We agree that any funds received from the UMSU People of Colour Department will be used for the sole purpose of, the detailed project/event, that funds received will be used in the manner presented. I/We agree to show that the event is sponsored by UMSU and the People of Colour Department and provide evidence of the same. I / We agree to return any unspent monies to UMSU. I / We agree to complete the acquittal process within 30 days of the completion of the project or the event.

Signature/s:

Date:



## ACCESSIBILITY

As well as listing elements of your work that are accessible, identify what barriers your work might pose to audiences/participants with different access needs, and what action you can take to remove those barriers.

Access measure	Who this might help
Tactile tours of your work	People who are blind or have low vision
AUSLAN interpretation	People who are deaf or hard of hearing
Captions/subtitles	People who are deaf or hard of hearing; people with English as a second language; people who experience difficulty with auditory processing
Relaxed Performances	People who experience sensory overload
Pay as You Feel (or Pay What You Can)	People of low socio-economic background
Provision of lifts and ramps	People who use wheelchairs; people with low mobility
Use of content warnings and trigger warnings	People with a range of mental health conditions including PTSD
Places to rest (eg. seating in a gallery space)	People with low mobility
Translation services	People with English as a second language
Alternative methods of communication (eg pictorial representation, physical theatre)	People with English as a second language, people with different abilities of information processing

This is not an exhaustive list; we encourage you to do your own research and be creative in your solutions! Accessibility is not an optional chore to be tacked onto the end of your work – think about how you can creatively embed access into every layer of your project. For more information contact the UMSU Disabilities Office Bearers for questions about access: [disabilities@union.unimelb.edu.au](mailto:disabilities@union.unimelb.edu.au).

**Or visit the following websites:**

<https://artsaccessaustralia.org/resources/access/>

<https://artsaccess.com.au/resources/>

<http://libcom.org/blog/trigger-warnings-why-we-use-them-15012012>



## SUSTAINABILITY

At each stage of your practice, you need to consider what impact your work is having on the environment. Is it enough that you reduce the amount of resources that go into your work? In what ways can your art give back to the environment, and leave a positive impact?

Here are some ways to make your work more sustainable:

- Sourcing recycled or second-hand materials
- Avoid printing flyers and other paper publicity materials wherever possible
- Recycle or re-use materials at the end of the project rather than throwing them away.  
Consider donating items to op-shops.

For more information contact the UMSU Environment Office Bearers for questions about access:

[environment@union.unimelb.edu.au](mailto:environment@union.unimelb.edu.au).

Please bring any questions you have about accessibility and sustainability to your meeting with the UMSU People of Colour Officers when you discuss your application draft.



## GRANT ACQUITTAL REQUIREMENTS

If your application is successful, you will be sent the Grant Acquittal form. Please complete this form and return it via email to [peopleofcolour@union.unimelb.edu.au](mailto:peopleofcolour@union.unimelb.edu.au) within 30 days of the completion of your project, as indicated in your timeline.

### INFORMATION

It is important to keep track of the following information through the duration of your project, so you are able to complete the acquittal form easily.

- Were there any attendees? If so, please specify.
- How many people were involved in the creation and presentation of this project? This includes creatives, ushers, interpreters, mentors, etc.
- How has engagement in this project effected your own development as an individual or group?
- What did you spend the grant money on? You will need to attach all supporting documents such as receipts, invoices, etc.
- How effective was your approach to making your work accessible and sustainable?

### DOCUMENTATION

Documents that will need to be attached to the acquittal form include:

- A completed budget, including estimated and actual budget
- All supporting financial documents such as receipts and invoices
- Images documenting the project and your process
- Any reviews of the work
- Publicity materials such as programs, digital posters, etc.





## BIPOC GRANT APPLICATION FORM

### CONTACT DETAILS

Name: \_\_\_\_\_

Pronouns: \_\_\_\_\_

Student ID: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### PARTICIPANT DETAILS

Name of Individual or Group: \_\_\_\_\_

Do you (or members of your group) identify as being of Aboriginal or Torres Strait Islander descent?

Yes

No

Number of participants involved:

\_\_\_\_\_ University of Melbourne Students

\_\_\_\_\_ Non-University of Melbourne Students

If there are there any non-students involved in this project, please explain the reason for their involvement.

Is anyone involved in the project being paid for their time or services? If so, please explain why and the source of the funding.



### PROJECT SUMMARY

Title of Project: \_\_\_\_\_

Venue: \_\_\_\_\_

Date of Event/Completion: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PROJECT DETAILS

Please provide a brief description of the project. (max. 200 words)

How will this project contribute to your development as an individual or group? (max. 200 words)

Does this work form part of your University course assessment?

Yes

No

Who are the key students involved in this project and what is their previous experience? (max. 100 words per person)



### ACCESSIBILITY

What barriers might your work pose to potential audiences/participants, and how will you make your work as accessible and inclusive as possible? For more information please refer to page 6.

### SUSTAINABILITY

What impact will your work have on the environment, and what are you doing to reduce this impact as much as possible? For more information please refer to page 7.

Is this work sustainable for the individual/s involved? How have you considered ways of staying happy and healthy in your progression of this project?



FUNDING INFORMATION

Amount Requested: \$ \_\_\_\_\_

Are you applying for or receiving funding for this project from any other sources? (Including UMSU Students' Council other UMSU departments)

Yes

No

If yes, please specify the source/s of funding and the amount applied for:

If you are applying as a group, is that group currently affiliated with UMSU Clubs and Societies?

Yes

No

N/A

If so, please attach a copy of the group's bank statement as proof of current bank balance

Balance: \$ \_\_\_\_\_

BANK DETAILS

This is the account that the grant will be paid into, in the case of a successful application.

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

BSB: \_\_\_\_\_

Please attach any documents or information which may further support your application. You will be notified of the outcome of your application within **10 working days** of the relevant grant deadline.



## ESTIMATED BUDGET TEMPLATE

Complete the estimated budget template below or attach your own. Please highlight the budget lines where you are allocating the proposed grant amount. Indicate self-funding where relevant.

<b>Income</b>	<b>Amount (AUD)</b>
Amount requested in this grant	
Other grants	
Sales	
Fundraising	
Sponsorship	
Program	
In kind	
Other (please specify)	
<b>TOTAL INCOME</b>	

<b>Expenditure</b>	<b>Amount (AUD)</b>
Fees e.g. copyrights, licensing, etc.	
Production costs e.g. venue hire, printing and distribution of written project, transport, etc.	
Event costs, e.g. catering, staffing, etc.	
Promotion, including: e.g. online advertising, graphic design, printing and distribution, etc.	
Other (please specify)	
<b>TOTAL EXPENDITURE</b>	