

	Club Name:	Semester and Year:	Application Link:		
Facilities and Equipment Grant Rubric					
	0	1	2	3	Total
Justified why the club needs the facility/equipment	<ul style="list-style-type: none"> The Club has not been able to show any connection between the Club's understood purpose (as stated on Club's Student Life Page) and the use of proposed facility/equipment. The Club has not been able to make a connection between the need for additional facilities/equipment and the Club's understood purpose (as stated on the Club's Student Life page). For Facilities Grant <ul style="list-style-type: none"> The Club has not mentioned why the activity could not be held on campus For Equipment Grant <ul style="list-style-type: none"> The Club has not mentioned any reason members could not use personal equipment. 	<ul style="list-style-type: none"> The Club has been able to demonstrate a desire, among members, to use additional facilities/equipment to run club activities. The Club has mentioned a connection between the need for additional facilities/equipment and the Club's understood purpose (as stated on the Club's Student Life Page). For Facilities Grant: <ul style="list-style-type: none"> The Club has not been able to demonstrate the activity could not be modified to be held on campus. For Equipment Grant: <ul style="list-style-type: none"> The Club has outlined a preference and reason members cannot use personal equipment. 	<ul style="list-style-type: none"> The Club has been able to demonstrate the benefits of additional facility/equipment to run Club activities. The Club has been able to demonstrate a link between the need for additional facilities/equipment and the Club's understood purpose (as stated on the Club's Student Life page) For Facilities Grant: <ul style="list-style-type: none"> The Club has been able to demonstrate difficulties in modifying the activity to be held on campus. For Equipment Grant: <ul style="list-style-type: none"> The Club has been able to demonstrate members' preference to not own personal equipment and it is unreasonable for members to purchase personal equipment. 	<ul style="list-style-type: none"> The Club has demonstrated the facility/equipment is essential to the Club being able to run activities. The Club has been able to show a clear link between the need for additional facilities/equipment and the Club's understood purpose (as stated on the Club's Student Life page). For Facilities Grant: <ul style="list-style-type: none"> The Club has been able to demonstrate there is no way to modify the activity to be on campus. For Equipment Grant: <ul style="list-style-type: none"> Equipment is essential to a Club activity; members are unlikely to have personal equipment and it is unreasonable for members to purchase personal equipment. 	
Expected use	<ul style="list-style-type: none"> The Club has not made mention of when or how often the facility/equipment would be used by members. 	<ul style="list-style-type: none"> For Facilities Grant: <ul style="list-style-type: none"> The Club has briefly mentioned how and when the facility would be used. For Equipment Grant: <ul style="list-style-type: none"> The Club has briefly mentioned how and when the equipment would be used. 	<ul style="list-style-type: none"> For Facilities Grant: <ul style="list-style-type: none"> The Club has clearly demonstrated how and when the facility will be used throughout the semester. The Club has included dates and events the facility will be in use. For Equipment Grant: <ul style="list-style-type: none"> The Club has clearly been able to demonstrate how the equipment will have long-term use by the Club. The Club has been able to show support and need from members for a new initiative that the Club will be running regularly. 	<ul style="list-style-type: none"> For Facilities Grant <ul style="list-style-type: none"> The Club has clearly demonstrated how and when the facility will be used throughout the semester. The Club has included expected dates and events the facility will be in use. The Club has been able to provide evidence of expected attendees for each date and event the facility will be in use. For Equipment Grant <ul style="list-style-type: none"> The Club has clearly been able to demonstrate how the equipment will have long-term use by the Club. The Club has been able to provide evidence of existing initiatives that will benefit from the purchase of equipment. The Club has been able to demonstrate where equipment will be securely stored while not being used for Club activities. 	
Quotes and payment schedule	<ul style="list-style-type: none"> The Club has not included all quotes required for the grant. 	<ul style="list-style-type: none"> The Club has included all necessary quotes. Quotes provided meet one of the following criteria: <ul style="list-style-type: none"> All quotes meet Swinburne's guidelines A payment schedule has been included. 	<ul style="list-style-type: none"> The Club has included all necessary quotes that meet Swinburne's guidelines. The Club has included a payment schedule. 	<ul style="list-style-type: none"> The Club has included all necessary quotes that meet Swinburne guidelines. The Club has included a payment schedule (including multiple payment dates if applicable). The Club has shown they have communicated, and the supplier has acknowledged Swinburne's payment terms. 	
Benefits to Swinburne Community	<ul style="list-style-type: none"> The Club has not been able to link the benefit to their members in seeking the facility/equipment in the grant proposal. 	<ul style="list-style-type: none"> The Club has been able to demonstrate how the grant will benefit members including one of the following criteria: <ul style="list-style-type: none"> The Club has been able to demonstrate how the grant will benefit some Club members. The Club has been able to demonstrate how the grant will benefit the majority of members, without providing evidence of this. 	<ul style="list-style-type: none"> The Club has been able to demonstrate how the grant will be of benefit to the vast majority of Club members. The Club has included evidence of support and need from Club members. 	<ul style="list-style-type: none"> The Club has been able to demonstrate how the grant will benefit the vast majority of their members and the Swinburne Community. The Club has been able to detail how the grant will be used to create on-going unique opportunities and experiences. The Club has included evidence of support and need from the Swinburne Community. 	
				Total	

For a grant to be considered, a club must score **9 or above**.

Please note:

- Clubs and Sports may partially approve a grant or require members to take part in cost-sharing.
- All equipment purchased with an Equipment Grant will need to be included in an Asset Register.
- If equipment requires insurance, the Club is responsible for organising and paying for insurance for the equipment using Club revenue.
- Replacement equipment for equipment lost or equipment damaged outside of its intended use will not be considered for an Equipment Grant.
- All assets purchased must abide with Swinburne Student Life and Swinburne University of Technology policies.