

	Club Name:	Month and Year:	Application Link:		
Major Grant Rubric					
	0	1	2	3	Total
Event Description	The Club’s event description gives an understanding of what the event is.	The Club’s event description gives an understanding of what the event is, when the event is and where the event is.	The Club’s event description includes a description of what participants will be doing at the event, when the event is, where the event is, if a cost is involved in the event.	The Club’s event description gives clear details of what participants will be doing at the event, when the event is, where the event is, if a cost is involved in the event (what the costs cover).	
Alignment with Club’s purpose	The Club does not mention how the event aligns to the Club’s purpose (as stated on the Club’s Student Life Page).	The Club mentions how the event aligns with the Club’s purpose (as stated on the Club’s Student Life Page).	- The Club mentions how the event is aligned with the Club’s purpose (as stated on the Club’s Student Life Page). - The Club provides evidence of consultation with club members on want for the event.	- The Club demonstrates a clear link to the Club’s purpose (as stated on the Club’s Student Life Page). - The Club provides an explanation of how the event will contribute to the Club’s sustainability and growth. - The Club provides evidence of consultation with club members on want for the event.	
Quotes, budget and Payment schedule	The Club has not included all quotes required for the grant.	- The Club has included the Club’s and Sports budget template with all costs of the events - The Club has included all necessary quotes. Quotes provided meet one of the following criteria: - All quotes meet Swinburne’s guidelines - A payment schedule has been included.	- The Club has included the Club’s and Sports budget template with all costs, broken down to costs per expected person, listed the items as essential and desirable based off need to run the event. - The Club has included all necessary quotes that meet Swinburne’s guidelines. - The Club has included a payment schedule.	- The Club has included the Club’s and Sports budget template with all costs, broken down costs per expected person, listed the items as essential and desirable based off need to run the event, included costs difference if attendance is less than expected. - The Club has included all necessary quotes that meet Swinburne guidelines. - The Club has included a payment schedule (including multiple payment dates if applicable).	
Event project plan and run sheet	The Club has not included an event project plan or run sheet in their application.	The Club has included a project plan and/or event run sheet with basic information.	- The Club has included a detailed project plan, the project plan includes expected dates of delivery and included Club’s activity before application has been made. - The Club has included an event run sheet, the run sheet includes expected set-up, pack-up and event run times and delegation of responsibilities.	- The Club has included a detailed project plan, the project plan included expected dates of delivery, included Club’s activity before application has been made and best point of contact for each project task. - The Club has included an event run sheet, the run sheet includes expected set-up, pack-up and event run times and delegation of responsibilities.	
Benefits to Swinburne Community	The Club has not been able to link the benefits to their members by running the event.	- The Club has been able to demonstrate how the grant will benefit members including one of the following criteria: - 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.	- 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.	- 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 **11 or above**.

Please note:

- Clubs and Sports may partially approve a grant or require members to take part in cost-sharing.
- Events must be held on-campus to be considered for a Major Grant, events held off-campus will need to include a thorough explanation of why the event cannot be on-campus. Clubs and Sports may choose to make it mandatory for the event to be on-campus.
- The Club is responsible for organising and coordinating any third-party contractors, all third-party contractors must abide by Swinburne Student Life and Swinburne University of Technology policies.
- If insurance is required for equipment hire or to run a proposed event, the club is responsible for organising and paying for the insurance using Club revenue.