

Student Experience Grants

2027 Grant Application Guidelines

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About the Student Experience Grants

At La Trobe, we know student ideas and innovations can help create a world class university and we're committed to building collaborative and mutually beneficial relationships between students and staff.

Student Experience Grants support student-led projects that improve the student experience at La Trobe University. The grants are open to commencing and continuing students.

Examples of student projects the Student Experience Grants fund:

- Development of engaging instructional videos for the LMS
- Networking events for students and professionals in their field of study
- Cultural immersion educational experiences

Successful applications will demonstrate:

- a targeted and genuine need for students
- an impactful project that reaches many students
- tangible benefits that contribute to an improved student experience at La Trobe
- a clear and achievable project plan

The Student Experience Grants are funded by the Student Services and Amenities Fee (SSAF). SSAF helps fund non-academic student services and amenities at universities. All grant applications must comply with the Australian Government's criteria for SSAF-compliant activities. For more details, visit education.gov.au/student-services-and-amenities-fee.

Funding between **$500 and $5,000** is available, with up to 10 projects selected for funding. All funded projects must be completed and reported on by **1 December 2027** and cannot carry over into the following year.

All successful applicants will be closely supported by the Student Voice and Partnerships team to complete their projects.

Who can apply?

Currently enrolled students at La Trobe University are eligible to apply.

You may apply as an individual or as part of a group, provided your project aligns with the eligibility and assessment criteria. Students working in partnership with staff on co-designing a project are encouraged to apply as a group.

If you are a La Trobe University student, to be eligible for a grant, you need to be in satisfactory academic standing and must not have breached or be in breach of La Trobe's Student Charter, Student Behaviours Policy or Student Academic Misconduct Policy. These LTU policies are available online at: https://policies.latrobe.edu.au/.

Applicants are welcome to submit multiple applications for different projects.

What activities are eligible for the grant?

Projects can be anything from events for students, to the development of digital resources that support students to engage in university life - as long as it contributes to improving the student experience at La Trobe.

Projects must align with one or more SSAF eligible activities as defined by federal legislation:

- providing food or drink to students on a campus of the higher education provider
- supporting a sporting or other recreational activity by students
- supporting the administration of a club most of whose members are students
- caring for children of students
- providing legal services to students
- promoting the health or welfare of students
- helping students secure accommodation
- helping students obtain employment or advice on careers
- helping students with their financial affairs
- helping students obtain insurance against personal accidents
- supporting debating by students
- providing libraries and reading rooms (other than those provided for academic purposes) for students
- supporting an artistic activity by students

- supporting the production and dissemination to students of media whose content is provided by students
- helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled
- advising on matters arising under the higher education provider's rules (however described)
- advocating students' interests in matters arising under the higher education provider's rules (however described)
- giving students information to help them in their orientation
- helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.

In addition to aligning with one or more of these SSAF eligible activities, projects must also:

- not duplicate or replicate a current La Trobe University service or resource
- not be currently funded under another funding source or agreement (e.g. sponsored by another grant program).

Application process and timeline

Applications open on **25 January 2027** and close on **2 April 2027**. Applications must be submitted via the online application form. Emailed or printed documents will not be accepted.

As part of your application, you will be asked to submit a project plan, upload a budget, and any other supporting documentation. A full list of application questions can be found at the end of this document.

Prior to submission, you will have the opportunity to discuss and refine your project proposal with the Student Voice and Partnerships team, and we encourage you to reach out and discuss your project with the team before submitting your application.

	KEY DATE	DETAILS
Applications Open	25 January 2027	Students can begin submitting applications.
Meet with the Student Voice and Partnerships team	February to March 2027	Book in to meet with the Student Voice and Partnerships team to ask questions and refine your project idea
Applications Close	2 April 2027	All applications must be submitted by 11:59 PM.
Application Review Period	5 April 2027 to 16 April 2027	Applications are assessed by the selection panel.
Notification of Outcomes	30 April 2027	All applicants will be notified of the outcome.
Project Implementation Period	3 May 2027 to 29 Nov 2027	Approved projects must be completed within this timeframe.
Milestone 1	*28 May 2027*	*Milestone 1 final project plan submitted by project lead.*
Milestone 2	*24 September 2027*	*Milestone 2 project update submitted by project lead.*
Final Report	*15 November 2027*	*Final report is submitted by project lead.*

How are applications assessed?

A selection panel, consisting of both students and staff, will assess applications and make recommendations for final approval. The following criteria will be used to assess applications.

Criteria	Example of a project proposal that meets or exceeds the criterion
Reach and impact: demonstrated benefit to a broad section of students	Project proposal provides an approximate number of students that will be reached, outlines how they will be impacted by the project, and how this will be measured. The number of students reached is a significant amount of the student community.
Responsive to student needs: demonstrated need from students	Project proposal explicitly states what student need the project is fulfilling and how that need was determined.
Diversity: benefits for diverse groups of students (campus, gender, sexuality, culture, age)	Project proposal clearly outlines how the project will benefit a diverse group of students or how the project benefits/supports a priority cohort.

The selection panel will consider the breadth of proposed projects and how well each meets the assessment criteria when selecting up to 10 projects for funding.

After applications close, the panel will evaluate submissions using the above assessment criteria and allocate grants. Applicants will be notified of their outcome via email. Unsuccessful applicants will receive feedback on their applications. Successful applications will be notified by 30 April 2027.

Grant recipients will then receive instructions on accessing funding, details on available support, and information about reporting requirements.

What should be included in an application?

The application form will take you through questions to answer to create a project plan. Both a project plan template and budget template are provided to be completed and uploaded with your application form.

Project proposals that include use of external services, partners or providers must indicate whether contact has been made and if any informal or formal agreement has been made to provide services.

Project proposals that include the use of or access to La Trobe services, systems or resources must indicate whether an agreement has already been made with the relevant teams at La Trobe. If no agreement has been made, we recommend reconsidering how your project can be completed without the use of or access to La Trobe services, systems or resources.

Please note that the Student Voice and Partnerships team can support you to work with La Trobe venues, catering and events support but cannot guarantee support or connection to all relevant teams or divisions at the University.

Successful applicants

Terms and conditions

Successful applicants may be required to agree to certain terms and conditions before receiving a grant. This may include entering an agreement with La Trobe University.

La Trobe may withdraw its offer of a grant if a successful applicant does not agree to any such terms and conditions.

Nature of grant

Any grant awarded will not constitute payment in consideration for any taxable supply nor income to the grant recipient.

Payment of grant and expenditure

La Trobe will determine how a grant is paid to an applicant. This may include electronic bank transfer.

Any grant awarded must be expended only for purposes of the project as accepted by La Trobe.

If successful applicants purchase any item valued at more than $500.00 using grant funding, La Trobe may require those applicants to ensure that such an item is made available for the benefit of the broader La Trobe community during and after delivery of the project.

Application questions

Below is a list of questions contained in the online application form to help you prepare your application. Please note that the selection panel will only accept applications made using the online application form - emailed or printed documents will not be accepted.

The table below lists the questions you will be asked to answer as part of the application and the purpose of asking the question.

1. Are you applying as an individual or as part of a group?
2. Full name
3. La Trobe University student email
4. Phone number
5. Project lead
6. Other project team members (if applicable)
7. Project title
8. Which government-prescribed purpose does this project fall under? (Select all that apply)
   - ❑ providing food or drink to students on a campus of the University
   - ❑ supporting a sporting or other recreational activity by students
   - ❑ caring for children of students
   - ❑ providing legal services to students
   - ❑ promoting the health or welfare of students
   - ❑ accommodation support
   - ❑ careers/employment support and advice
   - ❑ helping students with their financial affairs
   - ❑ helping students obtain insurance against personal accidents
   - ❑ student debating
   - ❑ providing libraries/reading rooms (other than for academic purposes)
   - ❑ supporting artistic activities of students
   - ❑ producing and sharing student-made media with students
   - ❑ academic skill development, outside of a course of study
   - ❑ advising on University rules and policies (however described)

- ❑ advocating students' interests in matters arising under the University's rules (however described)
- ❑ giving students information to help them in their orientation
- ❑ supporting overseas students in their welfare, accommodation and employment

9. Project outline: Give a detailed overview of the proposed project and why it is needed (400 words max)

10. Project goals and outcomes: Outline what you aim to achieve with this project and the specific, tangible benefits to students that will be achieved through the project (300 words max)

11. Evaluation: How will you measure whether you have achieved the project outcomes? (300 words max)

12. Project start date

13. Project end date

14. Project plan and timeline

15. Project budget

16. Total grant amount being requested

17. Comments (*Anything else you would like to add in support of your application)*.

As part of submitting the online application, applicants will also be required to complete the following to:

- Confirm that they have read and understood the 2027 Student Experience Grants Program Terms and Conditions and agree to be assessed in accordance with them.
- Declare any actual, potential or perceived conflicts of interest relevant to the application or delivery of the proposed project.
- Confirm that the proposed project is not currently funded through another funding source or agreement.