



monash  
postgraduate  
association

## Departmental Group Funding ~ Application Form ~

### What you need to know before applying

The Departmental Group Funding is designed to support social activities run by postgrads, for postgrads, within their department.

All applications must be made by a minimum of two postgraduate students working as part of a student committee to organise events. Groups require Departmental staff support to be approved.

There are four funding rounds each year for groups to apply for assistance, closing dates are:

- January 31st
- March 30th
- July 31st
- August 31st

We will respond to your application within 20 working days from the closing date of the funding round in which you applied. To apply, fill out all the information requested in the form below and email it, and requested supporting documentation to [Jessica.vangent@monash.edu](mailto:Jessica.vangent@monash.edu).

*Are you a research student group running a Seminar or Conference? Check out our Seminar and Conference Organiser Funding opportunities.*

*Are you looking to start a new social group, and not sure where to begin? Check out our Special Interest Group funding and submit an application form.*

*More information on all our funding programs can be found on our website: [mpa.monash.edu](http://mpa.monash.edu)*

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**Applicant 1 contact information**

First name

Last name

Email address

Degree

Department/School

Faculty

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**Applicant 2 contact information**

First name

Last name

Email Address

Degree

Department/School

Faculty

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**Supporting staff member**

First name

Last name

Email address

Position

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## Group information

Department

Faculty

Main location

Number of postgraduate students within your Departmental cohort

Describe the aims and objectives of your Group

How do you plan on spending the allocated funding?

Provide planning for at least two events and a supporting budget. Also provide a time line of events.

*If you would like to explain your ideas in more detail and require more space, please note this below and submit the extra files (.pdf, .docx, .xlsx) along with your application.*

Does, or will, your Group receive funding from any other source? If so, where?

By submitting this application you acknowledge the following:

Your Group agrees to spend the funding provided by the MPA on SSAF-approved events only, as per section 4.16 of the funding regulations.

Your Group will be required to submit an audit at the end of the calendar year or funding period outlining income and expenses.

Your Group will not charge a membership fee to Monash postgraduates

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**Thank you for completing the Application Form. Send the form through to [jessica.vangent@monash.edu](mailto:jessica.vangent@monash.edu) and we'll contact you back within 20 working days of the close of the funding round in which you applied.**