

ASA IDEA Community Fund Guidelines

Developed by IDEA Chapter Steering Committee with support from the ASA Executive.

Rationale:

We recognise that financial hardship is a huge burden on an individual and affects all aspects of their life. In particular, we know that ECRs, particularly HDR students, are often financially insecure and any community members may face financial hardship at times. As a community, we want to support each other in whatever ways we can. Financial support is one way to assist each other through difficult times.

Funding Application Guidelines:

- The application should provide some explanation of the financial hardship and how the funds would benefit the individual.
- Evidence of costs should be included in the application (e.g., copies of bills, photos of receipts, invoice, estimate)
- Funds are available to all ASA members.
- Applications will be reviewed by the IDEA Chapter steering committee and their recommendation will be sent to the ASA Executive for approval.
- Funding level: typically up to AU\$1000.
 - We will consider any application, based on need and benefit.
- Confidentiality:
 - All information provided in applications will be kept confidential.
 - The application will be anonymised and then reviewed by the [IDEA Chapter Steering Committee](#) and the [ASA Executive](#).
 - The application form will ask if the applicant would like any members excluded from the review process. Within the IDEA Chapter Steering Committee, only the Chair will know the name of the applicant. If an applicant is not comfortable with the IDEA Chapter Chair knowing their name, then they may email the requested information from the online form to any member of the [IDEA Chapter Steering Committee](#).
 - If funds are allocated, then the ASA Treasurer, the ASA Administrative Assistant and one Co-Secretary will need to see the name to arrange the transfer of funds.

Elements that are required as part of the application:

- Details on the expense to be funded
- Written explanation of details of financial hardship and benefit to the individual
 - This explanation can be short and share little detail, but it will be used to determine the priority of the application
- Receipts/invoices/quotes
- Information on prior attempts to secure funding

Example expense items (non-exhaustive list):

- Medical expenses, including mental health services
- Assistance with living expenses for a specified period of time
- Equipment to support working from home
- ASA membership fee reimbursement for one year
- Legal fees
- Training fees related to career development