

WORONI

Australian National University Student Media

Student Creative Publication (SCRIPT) Fund Guidelines

1 Purpose

- (1) These Guidelines establish a procedure for grants of money to be issued to organisations from the Student Creative Publications Fund ("the Fund") in accordance with the principles of procedural fairness.
- (2) The objects of the Fund are to:
 - (a) Support and promote the development of specialised or autonomous publications on campus;
 - (b) Support and promote the creative talents of students of the University, particularly in the fields of arts and culture;
 - (c) Foster greater ties between ANUSM and other publications and organisations on campus, to benefit from ANUSM's institutional knowledge, expertise, and resources, as well as administrative and cost savings; and
 - (d) Contribute to a sense of University identity and to reflect the scholarly and cultural diversity of the University community.

2 Definitions

- (1) *Autonomous publication*—A publication that is led and contributed to exclusively by people with a specific identity or experience. In determining what constitutes an autonomous publication, regard may be given to
 - (a) The existing relationship the publication has with ANUSM; and
 - (b) The existing organisational structures and relationships to groups on campus that are not ANUSM.
- (2) *Publication*—Any publication, or section of a publication, whether in print, online, radio or TV. Publications are not restricted to traditional formats but includes other forms and types of creative and artistic expression, including but not limited to, art folios, virtual exhibitions, audio-visual projects, and exhibitions.
- (3) *Publication coordinator*—The Managing Editor, or their delegate to coordinate a publication and has been approved by the Managing Editor to do so.
- (4) *Non-autonomous publication*—A publication which is not an autonomous publication or a Woroni collaborative publication.
- (5) *Woroni collaborative publication*—A publication that is led by ANUSM in conjunction with an ANU community organisation, such as ANUSA, PARSA or ANU Sport, and is administered by ANUSM.

3 Extrinsic material

- (1) The guidelines are to be read in conjunction with ANUSM's
 - (a) Approvals Procedure;
 - (b) Autonomous Publications Policy;
 - (c) Content Warnings Policy;
 - (d) Intellectual Property Policy; and

(e) Grievances and Disputes Procedure.

4 Administration

- (1) ANUSM has been given funding to establish a Collaborative Publication and Creative Fund. The funding is from the Student Services and Amenities Fee ('SSAF'), which is allocated by the University in consultation with students of the ANU.
 - (a) The Managing Editor shall set a maximum total amount of funding allocated to the Fund from ANUSM's budget for an academic year. The total amount of funding must at least equal the amount of funding allocated by SSAF to the Fund through ANUSM.
- (2) The Fund is administered by ANUSM.
- (3) Monies allocated to the Fund must only be spent in accordance with these Guidelines.
- (4) The Guidelines are a policy of ANUSM and therefore may be changed in any way and at any time that the ANUSM Board sees fit.
- (5) The Guidelines are subject to the ANUSM Constitution and procedures. In the case of any conflict, the ANUSM Constitution shall prevail.

5 The Grants Committee

- (1) The Grants Committee ('the Committee') shall have responsibility for approving the grant of monies from the Fund.
 - (a) The Committee must have regard to the Guidelines and selection criteria in approving or rejecting applications.
- (2) The Committee shall be comprised of:
 - (a) The Editor-in-Chief (the Chair);
 - (b) The Managing Editor;
 - (c) The Content Editor; and
 - (d) Any other member of the Association that the Board may from time to time appoint to the Committee.
- (3) The Committee is quorate when two out of the three Editors in cl 5.2 are represented.
- (4) Meetings of the Committee may be called from time to time by the Chair but must be called at least once per month, unless there are no applications pending discussion by the Committee.
- (5) Decisions of the Committee are made according to a simple majority vote. In the event of the tie, the Chair may cast an additional casting vote.
- (6) Decisions of the Committee must be minuted.
- (7) Any decision of the Committee awarding or refusing a grant is final and cannot be overturned.

6 Grant categories and eligibility

- (1) The Committee may only appropriate money from the Fund under three categories:
 - (a) Autonomous publication grants;
 - (b) Non-autonomous publication grants; and
 - (c) Woroni collaborative publications.
- (2) Autonomous publication grants:

- (a) Are for publications which are organised by an autonomous group on campus, including, among others, ANUSA Departments.
- (b) Are for up to \$10,000.
- (3) Non-autonomous publication grants:
 - (a) Are for all publications which are not autonomous or Woroni collaborative publications, including publications organised by individuals or groups of individuals.
 - (b) Are for up to \$2,000.
- (4) Woroni collaborative publications:
 - (a) Are for publications that, from time to time, ANUSM may wish to organise in partnership with ANU community organisations, such as ANUSA, PARSA or ANU Sport. The organisation must agree to formal terms and conditions as reasonably imposed by the Committee in consultation with the organisation.
 - (b) There is no maximum amount of funding per grant; however, the total funding awarded to Woroni collaborative publications must not exceed 75% of the total funding allocated to the Fund.
- (5) Applicants must be
 - (a) Current undergraduate or postgraduate students at the ANU;
 - (b) A group composed of undergraduate or postgraduate students at the ANU; or
 - (c) An ANU community organisation, including but not limited to:
 - (i) Organisations that directly participate in the SSAF funding allocations process;
 - (ii) ANUSA-affiliated Clubs or Societies;
 - (iii) ANU Sport-affiliated clubs;
 - (iv) ANU theatre groups;
 - (v) Residential halls; and
 - (vi) Academic college groups.

7 Funding rules and prohibitions

- (1) The Panel may partially fund applications, request additional information, or attach additional requirements on any funded publication, considering
 - (a) The Guidelines;
 - (b) The reasonableness of the budgeted expenditure;
 - (c) The remaining amount of money in the Fund; and
 - (d) The strength of the application.
- (2) As the Fund is provided through SSAF grants, funding must only be used for the publication outlined in the application form and approved by the Committee, or reasonable incidental costs.
- (3) All funds awarded in a year must be spent by 30 November of that year. Funds spent must be fully acquitted by 15 December of that year.
- (4) Any unspent funds, or funds spent other than in accordance with the approved budget, must be returned to the Fund unless otherwise determined by the Committee.
- (5) Applications cannot make a profit. Any profit, up to the value of the Grant awarded, must be returned to the Fund.
- (6) Funds cannot be used as payment:
 - (a) For alcohol;
 - (b) For cash or cash like products, including gift cards; or

- (c) To students in the form of honoraria or salaries.
- (7) The Committee reserves the right to rescind funding or to recover costs from applicants if the project contravenes any ANU policy, any ANUSM policies, the Guidelines, or any agreement made between the Committee and the Applicant.

8 Application

- (1) Applications may be sent at any time during the academic year, or at the discretion of the Committee.
- (2) Funding is not available retrospectively and must be spent in the year it is granted.
- (3) Applicants must adhere to the ANU Code of Conduct when communicating with ANUSM and Committee members. All contact and correspondence shall be in a respectful and constructive manner, free from discrimination or harassment.
- (4) Applications shall be made in a manner and form determined and advertised by the Panel.
- (5) It is the Applicant's responsibility to demonstrate that they meet all requirements of any Grant for which they are applying.
- (6) The Committee considers grants on a competitive basis. Meeting the requirements does not guarantee funding.
- (7) Unsuccessful applications may be resubmitted.

9 Selection

- (1) In making the decision, the Committee may consider the:
 - (a) Contribution made by the Applicant and the publication to university life and the University's public profile;
 - (b) Contribution made by the Applicant and the publication to a sense of University identity and to reflect the scholarly and cultural diversity of the University community;
 - (c) Contribution made by the Applicant and the publication to developing the creative talents of students in arts and culture;
 - (d) Extent to which the Applicant and the publication furthers the objects of the Fund and the objects of ANUSM;
 - (e) Extent to which the Applicant publication demonstrates or facilitates the development of artistic, creative, journalistic and related skills;
 - (f) Degree of financial prudence demonstrated, including from sponsorship, self-funding, or external revenue raising undertaken;
 - (g) Degree of support from relevant organisations and stakeholders;
 - (h) Sustainability of the publication;
 - (i) Historical record of the Applicant and the publication, including capability to deliver and quality of any previous publication;
 - (j) Extent to which the benefits to the ANU community are clearly outlined and described; and
 - (k) Any such reasonable criteria as the Committee deems appropriate for the objects of the Fund.
- (2) The outcome of applications shall be communicated to the Applicant within two academic weeks of the Committee meeting at which the application was discussed.
- (3) Publications that infringe on Woroni's Ethical Media Standards or ANU's Code of Conduct will not be funded. This includes, but is not limited to, content that is defamatory, discriminatory, or incites hatred or vilifies a group of people.

- (4) Limited feedback may be provided to applicants.

10 Terms and conditions

- (1) Upon receipt of an offer, successful applicants have two academic weeks to accept.
- (2) The Applicant must undertake and complete their publication as outlined in their Application and subject to any requirements imposed by the Committee.
- (3) Acceptance of the offer of a grant constitutes a binding acceptance of the Guidelines and any terms and conditions contained within.
- (a) For Woroni collaborative publications, a provision within the terms and conditions may be displaced by an equivalent provision of a written legal agreement with the partner organisation.
- (b) For any other publication, a provision within the terms and conditions may be displaced upon written agreement of the Committee.
- (4) Disbursement of successful funds:
- (a) For Woroni collaborative publications, the Managing Editor shall separate the successful grant from the Fund in ANUSM's books and treat the successful grant as its own line item in ANUSM's operating budget.
- (b) For all other publications, 75% of the approved funding will be disbursed to the Applicant within a reasonable time of the Applicant's acceptance of the offer. The remaining amount will be disbursed within a reasonable time following full acquittal of the grant amount.
- (c) The Committee reserves the right to not disburse the remaining portion of the approved funding amount if the conditions of the grant are not complied with.
- (5) Upon completion of the project or the spending of the grant, the applicant must submit an acquittal report to the Committee in a manner and form prescribed by the Committee, including:
- (a) A budget report of all expenditure against all spending, including copies of all tax invoices or, if invoices cannot be provided, a completed statutory declaration form;
- (b) A signed declaration that all funds were expended for the purposes for which they were provided; and
- (c) A GST calculation for all relevant items.
- (6) The Applicant must acknowledge the source of the funding in their publication, at minimum, with:
- (a) The ANUSM logo on their advertising material and in the acknowledgements section in the publication; and
- (b) A formal acknowledgement of ANUSM's contribution to the project in an acknowledgements section of the publication, or an equivalent section where relevant.
- (7) Editorial oversight of publications by ANUSM:
- (a) For autonomous publications, the Applicant agrees to editorial oversight in a manner outlined in the ANUSM's Autonomous Publications Policy.
- (b) For non-autonomous publications, the Applicant agrees that ANUSM will restrict editorial oversight to issues pertaining to ANUSM's Ethical Media Standards or ANU's Code of Conduct.
- (c) For Woroni collaborative publications, editorial oversight and division of roles and responsibilities must be agreed to in writing in a legal agreement.
- (8) Copyright assignment

- (a) Copyright over works funded by the grant shall subsist in the author of the works involved. The terms and conditions of the grant are not intended to reassign copyright in any way unless explicitly stated.
 - (b) The Applicant agrees to assigning ANUSM a perpetual, royalty-free, worldwide, non-exclusive licence to re-use the funded publication for archival purposes and for promotional purposes, particularly to promote the purposes of this Fund, without modification.
- (9) Limited legal liability
- (a) The grant of funding by ANUSM does not constitute an endorsement by ANUSM of the content in the publication. For the purposes of law, ANUSM is not a publisher of the successful publication.
 - (b) To avoid doubt, the Applicant agrees to indemnify ANUSM against any legal liability that may arise from the publication of the successful publication. ANUSM accepts liability only up to the value of the successful grant. This includes but is not limited to liability arising from copyright infringement, defamation, and negligence.

11 General

- (1) The Managing Editor or their delegate shall be the publication coordinator for each successful publication on behalf of ANUSM. The publication coordinator will be the first point of contact between ANUSM and the successful publication and will have the roles and responsibilities as outlined in clause 4 of ANUSM's Autonomous Publications Policy.
- (2) Successful publications may, on approval of the relevant publication coordinator, use ANUSM's offices, computers, and other resources for the purpose of the publication, as well as attend ANUSM training and workshop sessions.
 - (a) The publication coordinator must coordinate use of ANUSM's resources with ANUSM Editors and sub-editors to ensure ANUSM's activities are not adversely impacted.

12 Dispute resolution

- (1) All disputes should follow the process outlined in the ANUSM Grievances and Disputes Procedure, unless the dispute pertains to the approval or refusal of a grant.
- (2) Any inquiries not covered by this clause must be brought to the ANUSM Board and submitted to a vote.

13 Policy details

These Guidelines were adopted by ANU Student Media on 30 April 2019.

These Guidelines were last updated on 24 April 2019.