

Flinders University Campus Activation Guidelines

1. Purpose

The Wellbeing and Campus Activation Project enables Flinders University to build a calendar of events and initiatives that help to foster a positive and dynamic workplace and campus culture for our university community.

The initiative provides an opportunity for College and Portfolio areas to submit applications for funding for events that promote wellbeing, inclusion, belonging, connection and a vibrant campus atmosphere.

The Campus Activation Initiative also includes a range of centrally coordinated events including:

- International Women's Day event
- R U OK? Day event
- Staff end of year event.

2. Funding

College and Portfolio areas can submit an application for up to \$7,500 to support their proposed activity.

Refer to the **Eligibility and Conditions, and Eligible Activities** sections to ensure the proposed events meet the funding criteria.

3. Eligibility and Conditions

Applications will be considered from all business areas.

The following eligibility criteria apply for 2026 applications:

- The event must occur between 2 March 2026 and 9 October 2026
- The target audience is primarily Flinders staff, with students able to attend where appropriate.
- Each application must be endorsed by the relevant College Vice President and Executive Dean, or member of the Senior Executive Team (SET).

All successful applicants will be required to:

- Reference the Campus Activation Initiative in any advertising;
- Include as an event in a minimum of one (1) Flinders in Touch (FiT) edition;
- Provide details of your event ahead of time for promotion in the monthly Thriving@Flinders newsletter by sending to: Thriving@flinders.edu.au
- Use Eventbrite for any events which require advance registration for the purpose of providing uptake statistics;
- Identify other mechanisms to monitor uptake of the event for reporting purposes if required;
- Ensure photos are taken at the event to showcase in Thriving@Flinders post your activity
- Reconcile receipts within four (4) weeks of the event, and provide relevant receipts to the Associate Director, Organisational Development and Diversity. Please note: Payment for the event will initially come from the event organiser's area, and post event and submission of receipts, a journal transfer for approved funds can occur; and
- Notify the Associate Director, Organisational Development and Diversity as soon as possible of any changes to the event. Changes to dates, scope or event structure may require a new application.

4. Eligible Activities

Campus Activations funds may be used for a variety of activities including, but not limited to:

- Catering
- Entertainment hire
- Guest speakers
- Welcome to Country costs.

The Campus Activation funds may not be used for the following activities and/or expenses:

- Payment of casual staff
- Alcohol.

5. Application Process

To apply for funding through the 2026 Campus Activation Initiative:

- The [application form](#) must be completed and submitted to thriving@flinders.edu.au by Friday 20 February 2026
- All sections of the application form must be completed and evidence of SET endorsement provided.

6. Selection criteria

Selections will be made against the following criteria:

- Impact of the event
- Cost to benefit analysis
- Target audience and breadth/reach of the event.

Applicants will be notified of the decision via email.

Any significant amendments to the proposed activity will require reapproval from the Associate Director, Organisational Development and Diversity. This includes changes to the date, location or scope of the event.

7. Contact Information

For further information, or to discuss your event idea, please contact Organisational Development and Diversity by emailing thriving@flinders.edu.au.