



GUIDELINES: ANZSOC Thematic Group event support scheme

Eligibility

All active Thematic Groups are eligible to apply for up to \$2,000 per year to support events, subject to the approval of the Committee of Management.

Funding approval is dependent upon the merit of the application, the Thematic Group's history of ANZSOC funding and subsequent reporting, and ANZSOC's financial position at the time of the application.

ANZSOC will only fund activities or resources that are clearly linked to the development and/or promotion of the Thematic Group as a whole. Examples of common expenditure categories include:

- speaker travel and accommodation;
- fees for venue hire;
- catering;
- costs for digital activities;
- website development;
- marketing and advertising.

To learn more about the kinds of Thematic Group events ANZSOC has supported in the past, you can visit our events page on our website. Alternatively, you are welcome to get in touch with the ANZSOC Manager to discuss your event proposal and support requirements for which you are seeking funding.

Application process

Applications for Thematic Group event funding can be submitted two weeks before each monthly CoM meeting to ensure timely consideration. In that regard, applications should be submitted according to the schedule of dates presented in the table below. Applications that are received by the recommended date will be considered at the next Committee of Management meeting.

Application forms must be completed and submitted to the ANZSOC Manager at info@anzsoc.org.

Table: 2025 submission dates for Thematic Group event support scheme to ANZSOC Manager

Submit your local event support scheme application on or before,	To be considered at CoM monthly meeting on:
Thursday, 27 February	Thursday, 13 March
Thursday, 27 March	Thursday, 10 April
Thursday, 1 May	Thursday, 15 May
Thursday, 29 May	Thursday, 12 June
Thursday, 26 June	Thursday, 10 July
Thursday, 31 July	Thursday, 14 August
Thursday, 28 August	Thursday, 11 September
Thursday, 25 September	Thursday, 9 October
Thursday, 30 October	Thursday, 13 November

Conditions of funding

Pre-event requirements

The support of ANZSOC must be acknowledged on materials relating to all activities funded under this scheme. The ANZSOC Manager will provide the ANZSOC logo (high-resolution jpeg format) to be included in all marketing materials.

The Thematic Group is expected to publicise the event through their own channels, and to facilitate promotion to all members via the ANZSOC website, member mailing lists, and ANZSOC social media platforms. Event organisers must provide the ANZSOC Manager with copies of all marketing material so the event can be publicised by ANZSOC. If social media is used on the day, any ANZSOC tags should be used in posts related to the event.

Post-event requirements

Thematic group Conveners are required to provide an acquittal report detailing how all funds provided under this scheme have been spent.

Acquittal reports must be sent by email to the ANZSOC Manager within four weeks of the event. Reports must include Tax Receipts for all funded items that will then be reimbursed by the ANZSOC Treasurer. Alternatively, invoices can be paid for directly by the ANZSOC Treasurer.

Expenses beyond the agreed upon funding will not be covered unless otherwise agreed.

A short report (including pictures) should be provided to the ANZSOC Newsletter Editor as soon as possible after the event, to be featured in *PacifiCrim*.