

GRANT APPLICATION FORM 2017



Office use only	
Club	Individual
Application #	
Grant #	
Date received	
Round applied for:	

The UCSA Grants system aims to support UCSA affiliated Clubs and Societies to provide services, activities and events that contribute to student success and sense of belonging at the University of Canterbury.

WHO CAN APPLY?

- There are three types of grants, general purpose, sport and individual sporting success support.
- Non-profit clubs and societies affiliated to the UCSA for at least ONE year can apply for up to four successful grants per year;
- Current University of Canterbury students who have been selected to represent New Zealand and are a member of UCSA Affiliated Club or Society.

WHEN CAN YOU APPLY?

For any grant to be considered it needs to be future focused and not retrospective. If the grant is received a minimum of 2 weeks prior to the purpose occurring, it may still be considered at the discretion of the grant panel.

ROUND NUMBER	TERM	DUE DATE
ROUND ONE	SUMMER	Friday 20 th of January
ROUND TWO	TERM ONE	Friday 17 th of March
ROUND THREE	TERM TWO	Monday 22 nd of May
ROUND FOUR	TERM THREE	Monday 7 th of August
ROUND FIVE	TERM FOUR	Monday 2 nd of October

PROCESS:

Once you have handed in your **completed** application, it will be collated and prepared for the grant decision panel. The panel will sit one week after the closing date and will collectively reach a decision on each application. You will be notified via email of the result.

WHAT CAN YOU APPLY FOR?

Grants must contribute to student success and sense of belonging at the University of Canterbury.

There are a number of criteria surrounding all three types of grants available. These are detailed in the Grant Policy found on the UCSA website <http://ucsa.org.nz/clubs/documents/>

Please read this document carefully, and use it to guide your application.

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Date: _____	Approved / Declined (circle)
Amount: \$ _____	
UCSA Executive Approval	
Name: _____	Signature: _____
Name: _____	Signature: _____
Grant Audit	
Date: _____	Approved/Declined (circle)
Name: _____	Signature: _____

Tell us your details

UCSA Affiliated Club/Society Details

1. Full name of Club/Society: _____
2. What type of Club or Society is it? _____
3. What is the purpose of your Club/Society?

4. Club/Societies postal address: _____
5. How many members do you currently have?
 - a. Students:
 - b. Non-students

6. *Main contact person

Name: _____ Email: _____

Mobile: _____

7. *Second contact person

Name: _____ Email: _____

Mobile: _____

**Both of the individual listed above must be able to be contacted regarding your grant application*

Individual UC Student Applicants Details

1. Full name: _____ 2. Student ID #: _____
2. Degree studying towards: _____
3. Mobile: _____ Email: _____
4. Address: _____
5. Club/Society in which you are a member: _____

4. WHAT OTHER SOURCES OF INCOME HAVE YOU LOOKED AT?

Tell us about the fundraising activities you have done, how much have you raised? Have you applied for any, other grants or, for events have you closely considered your budget and ticket price cost?

5. THE BUDGET:

What is the total cost of your project? \$

How much are you requesting from the UCSA? \$

Please also provide the following information;

- Please include **two quotes** for each item which you are applying for funding in the table below. Quotes must be less than three months old and on supplier's letterhead. They should be addressed to your club or society and show GST content.
- Please attach a **full budget** which is realistic and accurate, and outlines all costs e.g. all sources of revenue, ticket sales...Also if you are purchasing significant assets please outline maintenance and insurance costs if applicable.

Item	Quote 1	Quote 2
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	TOTAL	\$

Please attach additional information if required.

6. SUPPORTING DOCUMENTS:

The following documents must be included as part of your application;

	Current bank statement (for all club/society accounts) showing transactions history for the last 30 days.
	A deposit slip as proof of account.
	A copy of the minutes recording the resolution to apply for funding, signed by the President of the Club or Society (individuals must also have support from their club in which they are a member and proof they are performing at an national level).
	Individuals requesting funding must include proof of New Zealand Selection. This should be a formal letter on the organisations letterhead.
	Have you included two competitive quotes for each item, or if not practicable one quote with reasoning.
	A copy of the minutes recording the resolution to apply for funding.

DECLARATION:

The declaration must be completed for all grants, and signed by the two contact persons listed on the list section of this application form, or person named on individual applications.

We/I declare that the attached information supplied on behalf of our organisation is correct, and if this application is successful, our organisation agrees to:

- 1. Comply with requests from UCSA for additional material in relation to the receipt and use of funds received for this club / society.*
- 2. Allow UCSA to direct an audit or inspection of the books, accounts, or data system in which the funds received by this club / society have been deposited and, in the event of any irregularity being discovered, to refund the grant immediately in whole or in part as required by the UCSA in its absolute discretion.*
- 3. Make provisions for the return of any equipment or funds acquired with UCSA grants in the event of the organisation winding up.*
- 4. Complete any certificates of expenditure and evaluation requirements requested by UCSA.*
- 6. Return any unspent funds to the UCSA.*
- 7. Comply with any terms and conditions outlined by the UCSA in the approval letter.*

THE FUNDS MUST BE SPENT BY THE AGREED DATES OTHERWISE THE GRANT MONIES WILL BE LOST.

Full name: _____ Full name: _____
Signature: _____ Signature: _____
Position: _____ Position: _____
Date: _____ Date: _____

CHECKLIST:

<input type="checkbox"/>	Have you completed all sections of the form?
<input type="checkbox"/>	Have you attached all supporting documentation (listed on pg4)?
<input type="checkbox"/>	Have you signed the Declaration above?
<input type="checkbox"/>	Have you taken a photocopy of this application form and quotes for your own records?

SUBMITTING YOUR APPLICATION:

You can submit your application by email, post or hand deliver to the UCSA. Please keep in mind the application deadlines when submitting your application.

Contact: UCSA 03 364 2652 clubs@ucsa.org.nz www.ucsa.org.nz	Post: UCSA PO BOX 31311 Ilam Christchurch	Hand Deliver: UCSA Office Room 123 Level One James Hight Building
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