



# UCSA CLUB GRANT APPLICATION FORM

Updated Feb 2018

## WHAT IS IT?

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
1	Summer	Sunday 21 <sup>st</sup> of January
2	1	Thursday 1 <sup>st</sup> of March
3	Break	Sunday 8 <sup>th</sup> of April
4	2	Sunday 21 <sup>st</sup> of May
5	Break	Sunday 8 <sup>th</sup> of July
6	3	Sunday 5 <sup>th</sup> of August
7	4	Sunday 24 <sup>th</sup> of September
8	Break	Sunday 21 <sup>st</sup> of October

## WHAT WILL NOT BE FUNDED?

For full policies please see the UCSA Grant Policy. Generally speaking the following applications will not be funded:

- Catering or alcohol expenses
- Events where the primary focus is alcohol consumption
- Expenses incurred before the grant application was submitted.
- Assets which duplicate ones that the UCSA already owns for club use

## Checklist

### Are you using the correct form?

This form is only to be used for Club Grant Applications. There is a separate form for individual sporting applications.

### Have you checked your request is able to be funded?

The UCSA Grant policy give guidelines as to what can and cannot be funded. If in doubt, please contact the UCSA Clubs Coordinator.

### Have you attached a cover letter?

The cover letter should explain in detail what the funding would be used for, who it will benefit, how it will contribute to student success and sense of belonging on campus, and ultimately why we should award this funding to you.

### Have you answered all questions on the application form?

### Have you ensured you have two signatures against the declaration?

### Have you photocopied your application for your records?

### Have you attached a signed resolution, or full minutes resolving to apply for funding?

The minutes should clearly show a resolution to apply for funding being passed, and should be signed by the club secretary.

### Have you attached a current bank statement?

The bank statement should show transactions for the past 30 days, and clearly show the account name and the account number.

### Have you attached a full budget for your event or year?

If you are apply for an expense relating to an event, the full budget for the event should be provided. If you are applying to purchase an asset, the club's full year budget should be provided.

### Have you attached two competitive quotes?

Quotes should be on official company letter heads. Screenshots should not be used where there is the option to obtain an official quote.

## Key Points

We can generally respond to grant applications within two weeks of the due date.

Late applications will not be considered.

You may apply for more than one grant in a round.

You may only be awarded four successful grants in a year, but there is no limit to how many times you can apply.

Grants will not be considered if the expense has already occurred when the application is received.

If you grant application is successful, then must pay the expense out of existing club funds, and once you have done so, the UCSA will reimburse the club to the club bank account.

Funds must be used within the specified time frame, otherwise they are lost.



# UCSA CLUB GRANT APPLICATION FORM

1. Full Name of the Club / Society:

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2. What type of Club / Society is it?

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3. What is the purpose of your Club / Society?

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4. What are your contact details?

Street

City / Town Postcode

General Contact Phone Number

General Contact Email Address

5. How many members do you currently have?

Students

Non-Students

6. Main Contact Person

Name Position on Committee

Contact Phone Number

Contact Email Address (main method of communication)

7. Second Contact Person

Name Position on Committee

Contact Phone Number

Contact Email Address (main method of communication)

8. Are you GST registered?

Yes

No

## UCSA USE ONLY:

Grant Application No:

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Date Received:

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Grant Round Considered:

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9. Are you affiliated to any other organisations?

Yes

No

If yes, who: \_\_\_\_\_

10. What is the purpose for this grant?

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11. When will the grant be used?

Please give specific information around date(s) of event or planned date of purchase (if asset). If conditional on approval, put when approved.

12. How much are you requesting?

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13. What is the total cost of this project?

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## UCSA USE ONLY:

Date: \_\_\_\_\_

Approved

Amount: \$ \_\_\_\_\_

Declined

### UCSA Executive Approval

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Grant Audit Date: \_\_\_\_\_

Approved

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Declined

14. Who will benefit from this funding?

Students

Non-Students

15. Who exactly / How did you reach these numbers?

Four horizontal lines for text entry.

16. How will this funding benefit your club?

Four horizontal lines for text entry.

17. How will this funding contribute to student success and sense of belonging on campus?

Four horizontal lines for text entry.

18. What other sources of funding have you considered?

Four horizontal lines for text entry.

19. Cost Breakdown - Please include all expenses:

Items: Quote 1 Quote 2

Table with 3 columns: Items, Quote 1, Quote 2. Multiple rows for data entry.

Total:

# FINAL SIGN OFF

## 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.**

Signature 1: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature 2: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

# HAVE YOU REMEMBERD EVERYTHING?

Fill in the checklist to confirm you have attached all the required documentation.

Incomplete applications will not be considered.

Make sure you keep a copy of the application for your records.

Once complete please deliver your application:

**In person to** UCSA Reception, Level 1, Puaka-James Hight Building

**Via Email to** clubs@ucsa.org.nz

**Via Post to** PO Box 31311, Christchurch 8444

For assistance with your application contact the UCSA Clubs Coordinator:

clubs@ucsa.org.nz

03 364 3937