



# UCSA INDIVIDUAL GRANT APPLICATION FORM

Updated June 2017

## 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 representative 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 Individual Grant Applications. There is a separate form for Club 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 signed the declaration?

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

### Have you attached a letter of support from the University club applicable?

The letter should be from the club that competes in the sport or activity you are applying for, e.g. from the Rowing Club for a Rowing Competition. Where there is no club on campus this is not required.

### Have you attached a letter of support from UC Sport? (Where applicable)

Please contact the Clubs Coordinator who administers these grants if you do not have a pre-existing relationship with UC Sport.

### Have you attached a full budget for the opportunity?

Where this is being organised for you, the organiser's breakdown is fine.

### Have you attached two competitive quotes?

Any part of the expense that you are not having organised for you (i.e. the your own travel costs) should have two competitive quotes. Where these costs are part of the entry fee, one quote if sufficient.

## Key Points

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

Late applications will not be considered.

You must be representing New Zealand in order to apply for an Individual Sporting Grant.

Individual Sporting Grants are capped at \$750.00 per competition.

You must provide a letter of support from either the University Club applicable to your sport, or a regional or national body.

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 your own funds, and once you have done so, the UCSA will reimburse you to your bank account.

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



# UCSA INDIVIDUAL GRANT APPLICATION FORM

1. Full Name:

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2. What sport or activity are you a representative for?

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3. What are your contact details?

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Street

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City/Town

Postcode

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Phone Number

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Email Address

4. What club is associated with this opportunity?

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5. Are you a member of this club?

Yes

No

If yes, for how long? \_\_\_\_\_ Years

Have you attached a letter of support from them?

Yes

No

6. Are you a member of any other clubs related to this opportunity?

Yes

No

7. If yes, who:

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8. Are you representing New Zealand?

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. If you are part of a team, what is the name of the team?

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10. What is the opportunity?

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9. When is the opportunity?

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Please give specific information around the date(s) of the opportunity.

10. Where is the opportunity being held?

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11. What is the total cost (not including training before hand) of attending this opportunity?

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12. How much are you applying for from the UCSA?

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Remembering that the maximum awarded for individual grants is \$750.00.

## UCSA USE ONLY:

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

Approved

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

Declined

## UCSA Executive Approval

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

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

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

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

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

Approved

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

Declined

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

13. What other sources of funding have you considered?

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14. Have you represented New Zealand before?

Yes No

If yes, when?

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15. Do you have a relationship with UC Sport?

Yes No

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

Have you attached a letter of support from them?

Yes No

16. What is the amount due to the organisers of the opportunity, or the team managers?

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17. What is included in this?

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18. Please breakdown and provide two quotes for all other costs:

Items:	Quote 1	Quote 2
	\$	\$
	\$	\$
	\$	\$
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.

*I declare that the attached information supplied on behalf of myself is correct, and if this application is successful, I agree to:*

1. Comply with requests from UCSA for additional material in relation to the receipt and use of funds received for this competition.
2. Allow UCSA to direct an audit or inspection of the books, accounts, or data system in which the funds received by me 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 competition not going ahead.
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: \_\_\_\_\_ Date: \_\_\_\_\_

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

## 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