

# Grants Policy

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**APPROVED BY:** Executive Committee

**CONTACT PERSON:** Clubs Coordinator

## 1. INTRODUCTION

1.1. The University of Canterbury Students' Association (UCSA)'s funding policy is structured to ensure that students and affiliated Clubs and Societies can aid in the achievement of the primary objects of the UCSA which is to help students belong and succeed

1.2. Applications for grants will only be considered if they are submitted on the prescribed forms provided by the UCSA. Forms will be made available to students upon request or via the UCSA website ([ucsa.org.nz](http://ucsa.org.nz)).

1.3. The UCSA and key persons of the UCSA will not knowingly receive or seek any benefit (financial or otherwise), advantage, privilege or gift from any grant recipient or potential grant recipient, if receipt of the benefit, advantage, privilege or gift is conditional upon the positive determination of a grant application.

1.4. The Events and Activities Team will ensure funding has been used appropriately and supporting documentation has been provided, in line with the current audit practice.

1.5. There will be 5 rounds of grants throughout the year. The dates and timelines are to be published in the Clubs Manual and made readily available via the UCSA website.

1.6 Each term the Media & Communications team will publish the details of approved grants.

## 2. ACCEPTABLE DOCUMENTATION/ VALID APPLICATIONS

The following documentation will be required for each application:

2.1. In order to be eligible for a grant, the club must have attended the compulsory club trainings that have occurred to date in the calendar year. Non- attendance of trainings before grant receipts have been received will result in the cancelation of the grant award or will be decided at the discretion of the Executive Committee.

2.2. A completed application form (including the organisation's GST number if applicable), signed by two representatives of the organisation (confirming content of application and authorisation to audit).

2.3. Two quotes (unless a satisfactory explanation is supplied – specialised equipment, limited suppliers in the area).

2.4. A copy of the minutes recording the resolution to apply for funding, signed by the President of the Club or Society.

2.5. A printed bank deposit slip or bank verified deposit slip.

2.6. Evidence of affiliation to national body (where applicable - sports groups, brass bands, dancing).

2.7. Where a club is applying for a grant relating to a running of an event, then a full event budget must be provided.

2.8. The application must be received prior to 4.30pm on the closing day of the round of Grants currently opened. Any applications received after this date will be put forward for the next round of funding. If there are no rounds of funding left, the application will be returned.

### **3. APPROVAL PROCESS**

3.1. Once the round of funding has closed, the Clubs coordinator will review all valid applications.

3.2. The Clubs Coordinator will prepare recommendations; these must include clear rationale, grant budget implication and, if applicable, precedent decisions.

3.3. The Clubs Coordinator will present all valid applications and recommendation's at the next available Executive Committee board meeting.

3.4. Only the Executive Committee or its delegate, can make a decision regarding the outcome of a valid grant. Each member of the decision panel shall have one vote.

3.5. In making a decision the Executive Committee will consider: the criteria and rules and regulations contained in this policy. They may also consider any other matters deemed necessary.

3.6. The decision, in respect of each application will be recorded by simple resolution and will be signed and endorsed by two Executive Committee members.

### **4. REGULATIONS**

4.1. Grants for large amounts of funding may be provided by way of instalment, for the purpose of maintaining control, ensuring the appropriate use of the funds. In such cases, the recipient will be required to supply satisfactory evidence that previous funding instalments have been used appropriately, before further funding will be provided. An audit of all grants will be undertaken to ensure funds have been used appropriately.

4.2. Once the grant is officially approved, the following matters will be satisfied before transfer of funds:

- 4.2.1. Unless prior written approval has been given by the UCSA, the funds will be used within 6 months of confirmation or before the 1<sup>st</sup> of December of the award year.
  - 4.2.2. The expenditure is consistent with the purpose stated in the original application.
  - 4.2.3. The grant receipt form (available on the UCSA website) has been completed in a valid manner and the required documentation is present.
- 4.3. The return of funds will be requested in the following instances:
- 4.3.1. The funds have not been used, or partly used (as above) within 6 months of receipt
  - 4.3.2. A surplus of funds exists after the expenses relating to the grant purpose have been met.
  - 4.3.3. The funds have been used for an unauthorised purpose, or a purpose other than that specified in the original application.
  - 4.3.4. The funds have been used to reimburse money spent prior to the grant being approved.
  - 4.3.5. Funds have been provided from more than one source for the same purpose and no disclosure was made regarding the other application/s.
  - 4.3.6. The recipient has failed to provide adequate evidence of how the funds were used.
  - 4.3.7. The funds have been obtained or used in breach of any rule or regulation, or contrary to this policy.

## **5. CRITERIA- GENERAL**

- 5.1. All grant applications must fall within the stipulated authorised purposes.
- 5.2. All applicant organisations must be recognised as being not for profit organisations and have no commercial affiliations (this excludes sponsorship agreements).
- 5.3. Each club applying for a grant must fulfil the following:
  - 5.3.1. Be affiliated to the UCSA for the full year and have been affiliated for a minimum of 1 year prior.
  - 5.3.2. Have a minimum University of Canterbury student membership of 50% (unless the Club has been granted affiliation on exceptional circumstances).
- 5.4. Each applicant will receive a maximum of four grants per annum.
- 5.5. There must be no conflict of interest existing between the applicant group and the provider of the goods and services.
- 5.6. The purpose of the grant must be “future focused”, not retrospective. Grant applications received prior to the event or cost occurring (each application is considered received once a confirmation email has been sent) will be considered future focussed. Even if the event or cost has occurred at the time the decision panel sits. (Exceptions are considered at the discretion of the decision panel).
- 5.7. Quotes supplied for each expense must be comparable.

5.8. It is not mandatory that funds be sought for the least amount quoted, but good reason must exist for accepting a higher quote and in all cases the difference must be reasonable.

5.9. Expenses must be incurred within New Zealand with the exception of specialised items purchased overseas, and not available in New Zealand. (Payment must be made by way of bank draft, direct deposit or some other means where direct payment can be confirmed.)

5.10. Catering or alcohol expenses will not be considered.

5.11. Grants for events where alcohol consumption is the focus will not be considered, however this is at the discretion of the Executive Committee.

5.12. General funding applications are considered on a case by case basis. There are several circumstances where the UCSA has capped the amount provided to the applicant, these are:

5.12.1. International travel support is capped at the higher rate of 50% or \$700 (This is just travel costs and does not limit the amount that can be contributed to other costs i.e. conference fees)

5.12.2. Where grants are benefiting a team, there is a cap of \$50 per team member.

5.12.3. Where grants are benefiting individuals (e.g. conference fees) the beneficiary must be a current University of Canterbury student and current member of the club applying.

## **6. CRITERIA- SPORTING (TEAM)**

6.1. The club must be affiliated to the UCSA and where applicable must be affiliated to a recognised national body.

6.2. The grant must benefit amateur participants/ players only.

6.3. In the case of a single team seeking funding, the application must be made by way of the respective affiliated club or society.

6.3. Teams must be registered to compete in an approved competition (bona fide events sanctioned by a recognised legitimate national or regional body.)

6.4. Overseas travel will only be considered in situations where the recipient group members are representing New Zealand and the application must be supported with evidence from the national body.

6.5. Sport Funding applications are considered on a case by case basis. There are several circumstances where the UCSA has capped the amount provided to the applicant, these are:

6.5.1. Funding for social sports team uniforms is capped at \$500. The uniform must remain the property of the Club and not the individual member.

6.5.2. Funding for university team uniforms is capped at \$1,200. The uniform must remain the property of the Club and not the individual member.

6.5.3. International travel support is capped at the higher rate of 50% or \$700 (This is just travel costs and does not limit the amount that can be contributed to other costs i.e. conference fees)

6.6. Expenses related to “after match” functions will not be considered. (Exception: Special cases will be looked at by the panel).

6.7. Coaching grants will only be considered where the coach is coaching at a premier level and has current qualifications. However, gifts for coaches may be considered.

## **7. CRITERIA- SPORTING (INDIVIDUAL)**

7.1. The individual must be selected to represent New Zealand.

7.2. The individual must be a member of a current affiliated club and must have written support of the club. Where the sport does not compete at the club level or if there is no club level available the decision panel will consider the application.

7.3. The individual must be an amateur participant.

7.4. The individual sporting grants are capped at \$750.00 per person.

7.5. The UCSA individual grants will not be awarded for the following:

7.5.1. Grants that further the activities of professional sports persons.

7.5.2. Prizes for sporting events, except trophies or modest non-cash prizes for use in genuine community sporting events

7.5.3. Trade tournaments or sporting events staged primarily for publicity and/or the benefit of a select/invited industry group

7.5.4. Food and alcohol including vouchers for food and alcohol.

7.5.6. Sporting trips for supporters and spectators.

7.5.7. The provision of furniture, equipment, refurbishment or upgrade of a bar facility in clubrooms.

7.5.8. Dress uniforms or any equipment or apparel of a personal nature.

## **8. Emergency Grants**

8.1 Emergency Grants will be awarded on a discretionary basis.

8.2. Emergency Grants, where necessary can be awarded by a delegated Executive Authority.

8.3. The total amount awarded must not exceed \$500.00.

8.4. The application must be completed on the emergency grant form and must have the following documentation attached:

8.4.1. Evidence of the emergency from an authority e.g. email trail, cancellation documents.

8.4.2. Full and up to date budget.

8.4.3. Evidence of exhausting all other sources of income and support.

8.4.4. A printed bank deposit slip or bank verified deposit slip.

8.5. The applicant must fulfil Clause 5 (Criteria) of the Grant policy.

8.6. The Executive Committee shall consider Appendix A when making their final decision.

#### **APPENDIX A – APPROVAL CONSIDERATIONS**

1. Does the Grant contribute to student success and belonging?
2. How much is the grant for? Is there a fair amount for the event or assets being requested?
3. Will it benefit other clubs? If it is an asset, is it possible that it can be made accessible to other UCSA affiliated clubs? Do they offer support to other clubs?
4. Does the club help the UCSA in other avenues?
5. How does the club contribute to the student experience at UC? How many UC students will benefit?
6. What other sources of funding are being used? Have other venues of funding been explored?
7. Is this a planned expense that should or could have been accounted for, or is it an unexpected cost?
8. How much are participants contributing towards the event? What is the club's contribution per person to the event? What contribution is being sought from the UCSA per person?

#### **ASSETS**

9. When will it be used?
10. Where will the asset be stored?
11. How long will it last?

#### **CONFERENCE/COMPETITION**

12. How many people are attending? How much is being requested per person?
13. Who will benefit from the attendance? How many people will benefit from the attendance?

#### **RECOMMENDATIONS**

14. Consider the UCSA brand, ensure that it is recognisable that UCSA is supporting the club. Small logos on signs, promotional material and uniforms.
15. PHOTOS or PROOF that the Grant was used and was successful!