



# 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, advantage, privilege or gift, financial or otherwise, 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 Communications 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 a number of grant rounds throughout the year, as determined by the UCSA Clubs Coordinator in consultation with the UCSA Executive Committee, the dates and timelines of which will be published in the Clubs Manual and made readily available via the UCSA website.
- 1.6 Each term the Events and Communications team will publish the details of approved grants on the UCSA website.

## 2. REQUIRED DOCUMENTATION FOR A VALID APPLICATION

The following documentation will be required for each application:

- 2.1 Either a completed club grant or individual grant application form:
  - 2.1.1 For club grant applications this must include the organisation's GST number if applicable, and be signed by two representatives of the organisation which confirms the content of application and authorises the UCSA to audit the club's accounts.
  - 2.1.2 For individual grant applications this must be signed by the applicant, which confirms the content of the application and authorises the UCSA to audit the applicant's account.

- 2.2 A cover letter, detailing what the funding would be used for, who the funding will benefit, and how the funding will contribute to student success and sense of belonging on campus.
- 2.3 Two competitive quotes on official company letterheads, unless a satisfactory explanation is supplied for only supplying one quote, or unofficial quotes.
  - 2.3.1 An example of satisfactory explanation would include purchasing a piece of specialised equipment that is only supplied by one supplier or limited suppliers in the area.
  - 2.3.2 Unofficial quotes will only be accepted where it is not reasonably practicable to obtain an official quote on a company letterhead.
- 2.4 For club applications: 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, bank verified deposit slip or bank statement.
- 2.6 Evidence of affiliation to national body, where applicable.
- 2.7 A copy of the full budget:
  - 2.7.1 Where a club is applying for a grant relating to a running of an event, then a full event budget must be provided.
  - 2.7.2 Where a club is applying for an asset, then a full year budget must be provided.
- 2.8 The application must be received by the advertised deadline of the round in which the applicant intended to apply.
  - 2.8.1 Any applications received after the round deadline 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.
  - 3.2.1 This recommendation will be prepared in consultation with other relevant parties as applicable.
  - 3.2.2 The recommendation will be co-signed by the Events and Communications Manager.
- 3.3 The Clubs Coordinator will present all valid applications and recommendations 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, and each member of the decision panel shall have one vote.
- 3.5 In making a decision the Executive Committee will consider:
  - 3.5.1 The criteria and rules and regulations contained in this policy;
  - 3.5.2 And 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 ensuring the appropriate use of the funds.

- 4.1.1 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.
- 4.1.2 An audit of all payments made will be undertaken at the conclusion of the project to ensure funds have been used appropriately.
- 4.2 Once the grant is officially approved, the following matters must be satisfied before the UCSA will pay out:
  - 4.2.1 The grant receipt form must be completed in the prescribed manner with the required documentation attached;
  - 4.2.2 The grant receipt form must be received by the UCSA Clubs Coordinator before the 1<sup>st</sup> of December the year in which the award is made, unless prior written approval has been given by the UCSA Clubs Coordinator;
  - 4.2.3 The expenditure must be consistent with the purpose stated in the original application;
  - 4.2.4 And any other conditions as specified by the UCSA in the grant award letter must have been met.
- 4.3 Awarded funds will be forfeited in the following instances:
  - 4.3.1 Any funds not utilised before the 1<sup>st</sup> of December in the year in which they were awarded;
  - 4.3.2 Any surplus of funds remaining after the expenses relating to the specified grant purpose have been met;
  - 4.3.3 All funds used for an unauthorised purpose, or a purpose other than that specified in the original application;
  - 4.3.4 All funds used to reimburse money spent prior to the grant being approved, unless specified in the original application;
  - 4.3.5 All funds, where 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 All funds, where the recipient has failed to provide adequate evidence of how the funds were used;
  - 4.3.7 All funds, where the recipient failed to adhere to the conditions attached to the awarded funds;
  - 4.3.8 All funds, where the funds have been obtained or used in breach of any rule or regulation contained in this or any other policy.

## **5. GENERAL CRITERIA**

- 5.1 All grant applications must fall within one of the categories for award, specified in clause 6.
- 5.2 Grant funds are intended to benefit UC Students, therefore grant money will not be awarded towards non-students, except:
  - 5.2.1 Exceptions will be made in the case of assets, as long as the majority of those benefitting from the asset are current UC students.
  - 5.2.2 Non-students attending events, conferences, or experiences must not be subsidised by grant funds unless those individuals are integral to the event, conference, or experience going ahead.
- 5.3 All applicant organisations must be recognised as being not for profit organisations and have no commercial affiliations
  - 5.3.1 This excludes sponsorship agreements.

- 5.4 The applicant organisation must have been affiliated with the UCSA for at least 12 months prior to the application being received.
- 5.5 Each applicant will receive a maximum of four grants per annum.
- 5.6 There must be no conflict of interest existing between the applicant group and the provider of the goods and services.
  - 5.6.1 All potential conflicts of interest must be noted as part of the grant application.
  - 5.6.2 It is the sole discretion of the UCSA Executive to determine if a conflict of interest exists based off the information supplied in the application.
- 5.7 The purpose of the grant must be “future focused”, not retrospective.
  - 5.7.1 Grant applications received prior to the event or cost occurring will be considered future focussed. Even if the event or cost has occurred at the time the decision panel sits.
  - 5.7.2 An application is considered to be received once it has been received by the UCSA, either via email, post or in person.
  - 5.7.3 Exceptions will only be considered in extraordinary circumstances, and only at the discretion of the UCSA Executive. If the application is retrospective, the application must include reasoning as to why the executive should consider it.
- 5.8 Quotes supplied for each expense must be comparable.
  - 5.8.1 Comparable means that quantity, quality, and nature of the goods or services should be similar across the suppliers.
  - 5.8.2 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.
  - 5.9.1 Exceptions will be made for specialised items purchased overseas, that are not available at a comparable price in New Zealand.
  - 5.9.2 Payment must be made by way of bank draft, direct deposit or some other means where direct payment can be confirmed.

## **6. CATEGORIES FOR AWARD**

- 6.1 There are three categories for award, with separate criteria and allocation of funds for each:
  - 6.1.1 The General Club Grant Category is nominally allocated \$50,000.00 per annum.
  - 6.1.2 The Sporting Club Grant Category is nominally allocated \$30,000.00 per annum.
  - 6.1.3 The Individual Grant Category is nominally allocated \$10,000.00 per annum.
- 6.2 All allocation of funds is at the discretion of the UCSA Executive Committee, and they may revise these allocations as they see fit.

## **7. GENERAL CLUB GRANT CATEGORY**

- 7.1 General club grant applications are considered on a case by case basis.
- 7.2 A grant application will be considered in the General Club Grant category if:
  - 7.2.1 It is a club grant application that is not primarily sporting focussed.
  - 7.2.2 The grant contributes to student success and belonging on campus.
  - 7.2.3 It is for a reasonable amount, with consideration given to the number of students benefiting and the quantity of funds the UCSA has available to grant.
- 7.3 A general club grant application will not be considered for:

- 7.3.1 Catering or alcohol expenses;
- 7.3.2 Grants for events where alcohol consumption is the focus;
- 7.3.3 Duplication of an asset that the UCSA already owns and provides to clubs to use.
- 7.3.4 Repeated purposes, as previously indicated by the UCSA in the grant award letter for a grant for the repeated purpose.
- 7.4 General club grant amounts are capped in the following instances:
  - 7.4.1 International travel support is capped at the higher rate of 50% or \$700 per person.
  - 7.4.2 Where grants are benefiting a group, there is a cap of \$50 per group member.

## **8. SPORTING GRANT CATEGORY**

- 8.1 Sporting grant applications are considered on a case by case basis.
- 8.2 A grant application will be considered in the Sporting Club Grant category if:
  - 8.2.1 The application is for a purpose that is primarily sport focussed;
  - 8.2.2 The application is for the benefit amateur participants or players only;
  - 8.2.3 It is for a reasonable amount, with consideration given to the number of students benefiting and the quantity of funds the UCSA has available to grant.
- 8.3 A sporting club grant application will not be considered for:
  - 8.3.1 Grants that further the activities of professional sports persons;
  - 8.3.2 Prizes for sporting events, except trophies or modest non-cash prizes for use in genuine community sporting events;
  - 8.3.3 Food and alcohol, including vouchers for food and alcohol;
  - 8.3.4 Sporting trips for supporters and spectators;
  - 8.3.5 The provision of furniture, equipment, refurbishment or upgrade of a bar facility in clubrooms;
  - 8.3.6 Dress uniforms or any equipment or apparel of a personal nature.
- 8.4 Where the application concerns a team:
  - 8.4.1 The team must be registered to compete in an approved competition that is a bona fide event sanctioned by a recognised legitimate national or regional body;
  - 8.4.2 The application must be made by way of the respective affiliated club or society.
  - 8.4.3 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.
- 8.5 Coaching grants will only be considered where the coach is coaching at a premier level and has current qualifications.
- 8.6 Sporting Club Grants are capped in the following instances:
  - 8.6.1 Funding for social sports team uniforms is capped at \$50.00 per person up to a maximum of \$500.00, the uniform must remain the property of the Club and not the individual member.
  - 8.6.2 Funding for university team uniforms is capped at \$100.00 per person, up to a maximum of \$1,200.00, and the uniform must remain the property of the Club and not the individual member.
  - 8.6.3 International travel support is capped at the higher rate of 50% or \$700.

## **9. INDIVIDUAL GRANT CATEGORY**

- 9.1 Individual grant applications are considered on a case by case basis.
- 9.2 A grant application will be considered in the Individual Grant category if:
  - 9.2.1 The application is made by a single individual;
  - 9.2.2 The individual is a current UC student, and;

- 9.2.3 The application is to support a very high level of achievement.
- 9.3 Where the application concerns a sporting purpose:
  - 9.3.1 The individual must be an amateur participant.
  - 9.3.2 The individual must be selected to represent New Zealand.
  - 9.3.3 The individual must be a member of a current UCSA affiliated club and must have written support of the club, unless the sport does not compete at the club level, or if there is no club level available at UC.
  - 9.3.4 Consideration will be given to the University of Canterbury Blues criteria, where available, for the sport in question.
- 9.4 Where the application concerns any other purpose:
  - 9.4.1 The individual should have been selected to represent New Zealand.
- 9.5 An individual grant application will not be considered for:
  - 9.5.1 Grants that further the activities of professional persons;
  - 9.5.2 Any event staged primarily for publicity and / or the benefit of a select / invited industry group;
  - 9.5.3 Food and alcohol including vouchers for food and alcohol;
  - 9.5.4 Any trips for supporters or spectators;
  - 9.5.5 Any dress uniforms, equipment, or apparel of a personal nature.
- 9.6 Individual grants are capped at an absolute amount of \$750.00 per person.

## **10. Emergency Grants**

- 10.1 Emergency Grants will be awarded on a discretionary basis.
- 10.2 Emergency Grants, where necessary can be awarded by a delegated Executive Authority of the President, plus two more executive members.
- 10.3 The total amount awarded must not exceed \$500.00.
- 10.4 The application must be completed on the emergency grant form and must have the following documentation attached:
  - 10.4.1 Evidence of the emergency from an authority e.g. email trail, cancellation documents.
  - 10.4.2 Full and up to date budget.
  - 10.4.3 Evidence of exhausting all other sources of income and support.
  - 10.4.4 A printed bank deposit slip or bank verified deposit slip.
- 10.5 The applicant must fulfil Clause 5 (Criteria) of the Grant policy.
- 10.6 The Executive Committee shall consider Appendix A when making their final decision.

## **APPENDIX A – APPROVAL CONSIDERATIONS**

### **GENERAL**

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!