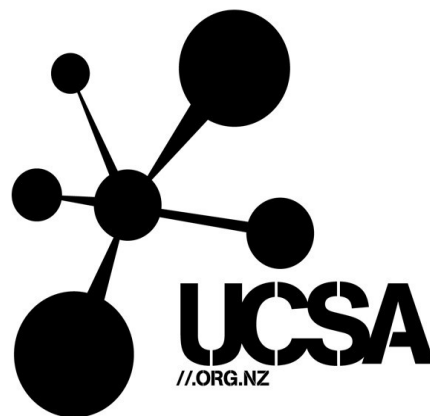


CREATING BELONGING AND OWNERSHIP

The University of Canterbury Students' Association returns thousands of dollars every year to a huge range of affiliated clubs in areas as diverse as health, education, religion, sports, arts & culture. What they have in common is that they each make a real and lasting difference to student life.

If you / your affiliated club needs funding we may be able to help you too. To apply for a grant, just fill in this simple three-step form and send it to the UCSA. You can download a form from our website www.ucsa.org.nz



HOW OUR PROCESS WORKS

Our Clubs, Activities and Events team works hard to process applications as quickly as possible. The UCSA will confirm receipt of your application. It usually takes one month to process the application. You will be informed of the outcome

Applications of up to \$1000 are reviewed by the Clubs, Activities and Events Committee who meet regularly. The committee consists of three people. One UCSA staff member and two student executive.

Larger applications (for amounts of \$1,001 or more) are reviewed by the Student Executive.

It is important to make sure that you fill in this form correctly and include all the relevant information that we need — see our checklist on page 4.

Office use only

BEFORE YOU GET STARTED

Before you fill out the attached form, please take a minute to ensure you / your club is eligible for a grant by checking it against the following criteria:

1. Are you a UCSA affiliated club?

Club grants are available to affiliated clubs that have a constitution, elected officers and have been UCSA affiliated for one year.

Individuals may apply for travel grants.

2. Have you / your club already received funding from the UCSA?

You are allowed to apply for four times a year

2. Do you have enough time?

All grants must be applied to specific and future based purposes. We can't fund any transactions or costs that are already incurred or pre-paid grant.

Date: _____

Approved / Declined (circle)

Amount: \$ _____

Committee Signatures

Name: _____

Signature: _____

Name: _____

Signature: _____

Grant Audit:

Date: _____

Approved / Declined (circle)

Name: _____

Signature: _____

Notes: _____

GRANT APPLICATION FORM

STEP 1 TELL US YOUR DETAILS

Date:

Individuals applying for grants please go to question 9

1. Full name of your club or society

(use your legal name, that is, the name under which the organisation is Inc.)

2. What type of club or society is it?

(e.g. cultural, religious, sports group)

3. Your club or society's address details:

4. Main contact person:

(This is the main person we'll call if we have questions e.g. President)

Telephone: _____

Email: _____

5. Second contact person:

(This is the person responsible for reconciliation e.g. Treasurer)

Telephone: _____

Email: _____

6. How many members do you have?

Student: _____

Non Student: _____

7. What is your membership fee?

Student: _____

Non Student: _____

Proceed to Section 2

| | |
|-----------------|------------|
| Application No: | Grant No: |
| | |
| Date received | Date Paid: |
| | |

8. Your club or society's Website:

9. For individual applications:

a. Student Name:

b. Student ID Number:

c. Degree studying towards:

9. Your contact details:

Telephone: _____

Email: _____

Address: _____

If you have any questions regarding this form or require further assistance please do not hesitate to visit the Activities, Clubs and Events team.

Alternatively, feel free to call a member of the team on 03 364 2652.

IS YOUR APPLICATION COMPLETE?

It's important that you include all the information we require to process your application as fast as possible (if anything is missing it may hold up the consideration process)

So please tick the following checklist to ensure you have attached everything we need.

Make sure you take a copy for your files, then send this completed form and all attachments directly to:

UCSA
PO Box 31-311
Ilam
Christchurch 8444

- Section one has been completed in full
- Section two has been completed in full
- Have attached TWO competitive quotes for each item addressed to your organisation and showing GST content
Note: Quotes should be less than three months old, on suppliers letterhead.
- Have attached an original printed deposit slip or an original bank statement. Personal bank accounts are not permitted.
- Have attached a signed copy of the resolution to apply for funding from your minutes
- Where applicable you have attached proof of timing of your event or activity e.g. itineraries, programmes or sports draws
- Where applicable, attach travel itinerary
- Where applicable an official letter of endorsement or invitation
- Has the 'Declaration' been signed by two of your club/society's authorised signatories
- Have you kept a photocopy of the application form and quotes for your records

HELPFUL HINTS FOR APPLICANTS?

These notes are designed to make filling out the application form as easy as possible if you need more help, visit www.ucsa.org.nz or call us on 03 364 3937.

HINTS FOR STEP 1: TELL US YOUR DETAILS

Step 1: Question 1

If you're filling out this form, you must belong to an affiliated club and have the authority to answer any questions we may have

Step 1: Question 2

Only non-profit, UCSA affiliated clubs or societies may apply for funding

HINTS FOR STEP 2: TELL US WHY YOU NEED FUNDING?

Step 2: Question 1

Funds are available for anything in one of the five categories.

- General (35%)
- Travel (10%)
- Sport (35%)
- New Initiatives (20%)
- RDU provide five \$1000 advertising grants a year.

All grants must be used for goods and services within New Zealand.

Note: The UCSA is not obliged to fund either this or any future applications, and has complete discretion in the allocation of course.

HINTS FOR STEP 3: FINAL SIGN-OFF AND DECLARATION.

Please ensure that the 'declaration' at the bottom of page three has been signed by two of your club/society's authorised signatories and that you have read the section thoroughly.

The two signatories must be the main contact person and the second contact person listed in section one.