



Grants Policy

Category: Service

Last Modified:

Review Date: June 2010

Approved By: Executive June 2010

Contact Person: Clubs, Events and Activities Team Lead. (ext 3937)

1. The UCSA's funding policy is structured to ensure that students and affiliated Clubs and Societies can aid in the achievement of primary objects of the UCSA. Funding is shared between the areas of General (arts, culture, heritage and environment) (35%), Travel (10%), Sport (35%) and New Initiatives (20%).
 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).
 3. The following documentation will be required for each application:
 - 3.1 A completed application form (including the organisations GST number if applicable), signed by two representatives of the organisation (confirming content of application and authorisation to audit.)
 - 3.2. Two quotes (unless a satisfactory explanation is supplied - specialised equipment, limited suppliers in the area.)
 - 3.3. A copy of the minutes recording the resolution to apply for funding, signed by the President of the Club or Society
 - 3.4. A printed bank deposit slip or bank verified deposit slip
 - 3.5. Evidence of affiliation to national body (where applicable - sports groups, brass bands, dancing)
 4. 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.
 5. The Clubs, Events and Activities Team will ensure funding has been used appropriately and supporting documentation has been provided, in line with the current audit practice. The grants process will be supervised by at least one member of the Executive.
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6. Only members of the Executive, or its delegate, can make a decision regarding the outcome of a complete and valid grant application. Grant applications that do not meet the listed in **Appendix A** may be approved, but only by a super majority (75%) of the student executive.
 7. An individual application totalling less than \$1,000 is able to be considered by the Executive delegate. Any delegated body must comprise of at least three persons, being the Cubs, Events and Activities team lead and two members of the Executive.
 8. The delegate will consider each application and sign the individual funding application forms to endorse whether the application has been approved or declined.
 9. Applications for funds totalling \$1000 or more will be considered by the Executive, once a term. Specific dates are to be published via the usual means. The Clubs, Events and Activities Team Lead will provide recommendations to the Executive in respect of each application.
 10. Recommendations provided to the Executive must include clear rationale, grant budget implication and, if applicable, precedent decisions.
 11. The decision of the Executive, in respect of each application, will be recorded by simple resolution.
 12. Without sufficient justification, grants cannot be made in relation to expenses that have already been incurred (retrospective).
 13. The Executive will take into account all matters it thinks necessary, when considering applications that fall under clause 12.
 14. Unless prior written approval is given funds must be used within six months of confirmation, or will be forfeited. Grants for large amounts of funding may be provided by way of instalment for the purpose of maintaining control regarding 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.
 15. An audit of all grants will be undertaken to ensure funds have been used appropriately. The following matters will be satisfied:
 - 15.1. Unless prior written approval has been given by the UCSA, the funds have been used within 6 months of confirmation.
 - 15.2. The expenditure was consistent with the purpose stated in the original application.
 - 15.3. Payment was made directly to the suppliers of goods and services as per quotes accompanying the application form. (This requirement ensures a clear audit trail.)
 16. The return of funds will be requested in the following instances:
 - 16.1. The funds have not been used, or partly used (as above) within 6 months of receipt.
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- 16.2. A surplus of funds exists after the expenses relating to the grant purpose, have been met.
 - 16.3. The funds have been used for an unauthorised purpose, *or* a purpose other than that specified in the original application.
 - 16.4. The funds have been used to reimburse money spent prior to the grant being approved.
 - 16.5. Funds have been provided from more than one source for the same purpose and no disclosure was made regarding the other application/s.
 - 16.6. The recipient has failed to provide adequate evidence of how the funds were used.
 - 16.7. The funds have been obtained or used in breach of any rule or regulation, or contrary to this policy.
17. Each term the Media & Communications will publish the details of approved grants.
 18. This policy will be reviewed annually.
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Appendix A

Criteria

Funding applications are considered on a case by case basis. Where possible, the UCSA will match funding provided by the applicant club or society.

There are several circumstances where the UCSA has capped the amount provided to the applicant, these are:

- Funding for social sports team uniform is capped at \$500.
- Funding for university team uniforms is capped at \$1000
- International travel support is capped at \$700

Items on this list may change from time to time.

All purposes

- All grant applications must fall within the stipulated authorised purposes.
- All applicant organisations must be recognised as being non-commercial, not for profit organisations and have no commercial affiliations.
- Organisations must be established:
 - within the student membership (A minimum University of Canterbury student membership of 50%).
 - and affiliated to the UCSA for a minimum of 12 months.
- The applicant organisation must offer non-exclusive membership.
- Each applicant will receive a maximum of four grants per annum.
- There must be no conflict of interest existing between the applicant group and the provider of the goods and services.
- The purpose of the grant must be “future focused”, not retrospective. (Exceptions as outlined in clauses 12 & 13.
- Quotes supplied for each expense must be comparable.
- 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.
- 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.)
- Catering expenses will not be considered.

Sporting Purposes

In addition to the above “All Purposes”:

- The grant must benefit amateur participants only.
 - The grant must benefit players, not supporters.
 - Sports clubs must be affiliated to a recognised national body. Teams must be registered to compete in an approved competition (bona fide events sanctioned by a recognised legitimate national or regional body.)
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- In the case of a single team seeking funding, and a club or society is affiliated to the UCSA, applications must be made by way of the respective affiliated club or society.
- Overseas travel will only be considered in situations where the recipient group members are representing New Zealand and the application must be submitted by the national body.
- Uniforms and equipment must remain the property of the club/society.
- Expenses related to “after match” functions will not be considered. (Exception: Special cases will be looked at by the Executive).
- Overseas travel will only be considered in situations where the recipient group members are representing New Zealand.

The UCSA will not fund

- Grants for individual sports persons unless the grant is made to, and administered by an incorporated sporting body to which the individual is affiliated.
 - Grants that further the activities of professional sports persons.
 - Prizes for sporting events, except trophies or modest non-cash prizes for use in genuine community sporting events.
 - Trade tournaments or sporting events staged primarily for publicity and /or the benefit of a select/invited industry group.
 - Food and alcohol.
 - Sporting trips for supporters and spectators.
 - The provision of furniture, equipment, refurbishment or upgrade of a bar facility in clubrooms.
 - Dress uniforms or any equipment or apparel of a personal nature.
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