



University of Canterbury Students' Association Inc

Club Grants Application Form 2008

Club Grants Funding Criteria

The UCSA aims to support the participation of its student members in Clubs to help foster diversity and a social component to life on the UC Campus. The UCSA has a fiscal responsibility for the wise use of funds to ensure sustainability of UCSA resources in the longer term. By giving clubs access to club grants the UCSA wishes to support Clubs on Campus to:

- Participate in recognised and accredited training for club leaders and members
- Run well organised events to support club activities, development and membership
- Participate in recognised national or regional sporting events or conferences (outside of Canterbury and excluding Uni Games and Snow Games)
- Actively promote cultural awareness and understanding
- **RDU Radio Advertising Grant**

UCSA clubs and societies may apply to the UCSA each year for one of five grants. The five clubs or societies selected will be entitled to ad production and a 30 spot campaign on RDU 98.5FM to promote their activity.

The UCSA wishes clubs to recognise that as they are operating campus based clubs dealing with student funds, they are accountable to the wider body of student members through the UCSA for the use of club grants.

Information you need to know

- Club Grant Proposals will only be accepted on the official application form
- Grant applications must include one fully completed Club/Society details form and one signed project details form. For each additional project application in the same grant round, only an additional Project Details form needs to be completed.
- A club is eligible for funding in only one grant round per annum. Clubs may apply for funding for more than one project provided they are in the same grant round. clubs which are unsuccessful can resubmit applications in future rounds.
- All applications must include full information about what the grant will be used for and the benefits to the club.
- Applications may be declined if they are incomplete.
- Club Grants are available to affiliated clubs that have a constitution and elected officers and have been affiliated for 1 year.
- Club Grants will only fund **up to 50%** of project cost. You will need to raise the rest yourself and provide information on how this has been done.
- Club grants are capped at \$500 pa for all grant categories except for a Gold Application, which is \$1000.

- In allocating Club Grants, the effort put into raising money from other sources will be taken into account.
- Individuals will not be funded – in evaluating grant applications, the benefits to a range of members will be considered.
- A full budget breakdown must be supplied with each application/project, including club contribution, fundraising, sponsorship etc
- All applications must be supported by two current quotes
- Club Grants payments will only be paid on receipt of original receipts/invoices
- Club Grants must be used for the purpose they were intended for, and must be used in the same year they were granted.
- RDU 98.5 FM will fund five, ad productions and a 30 spot campaign to promote their activity.

Items Ineligible for Funding

- Retrospective projects, i.e. for an already completed project
- Personal Accommodation
- Petrol and vehicle related costs
- Overseas travel
- Purchase of cell phones and related costs such as call costs
- Entertainment costs (eg bands/DJs) for events/activities etc
- Alcoholic drinks

Grant Categories

Grants are available in the categories of Standard Grant and Gold Grant.

Standard Grant

- 50% total cost
- \$500 max pa

Gold Grant

- 50% total cost
- \$1000 max pa

RDU 98.5 FM

Fund five grants valued at \$1000 each

Gold Grant Application Criteria

When considering Gold applications, the Executive will take into account the following:

- Substantial Club Membership
- Significant attempts to fund raise by the club
- Tangible benefits to members
- Long term considerations
- Club Status and activity on campus
- Responsibility and booking history

Project Categories

Equipment Purchase/maintenance

- Two quotes for goods or maintenance are provided
- Consumable items will not be supported
- Secure storage for equipment must be provided
- Name all equipment which the club owns

Printing

- Two quotes including one from the UC bindery/copy centre are required
- Grants to assist printing costs only
- Any publication produced with the assistance of a UCSA grant must contain the UCSA logo which is to be approved by the UCSA Publications Team

Training/Coaching/Conferences

- Grants to assist funding for travel and conference fees within NZ for officially recognised regional/national conferences or competitions
- A copy of the entry/registrations form, the itinerary/details of the conference/competition need to be submitted with the application
- Two quotes for travel and registration to be attached

Affiliation and Subscription

- Affiliation must be to a recognised regional, national or international organisation
- A quote or a copy of the affiliation/subscription papers must be supplied with the application

Events

- Costs relating to venue hire and other equipment hire or purchase costs
- Reasonable Catering costs
- Priority will be given to events held on campus
- Alcohol and entertainment costs will not be funded

Mentoring/Professional Development/Member Training

- Grants are available to assist with the costs of clubs offering support to members for training/professional development/mentoring (eg room hire, tutoring costs, equipment hire and provision of resources)
- Reasonable Catering costs
- Priority will be given to events/activities held on campus
- Alcohol and entertainment costs will not be funded

RDU 98.5FM

- Apply once a year for one of five grants
- Applications MUST be made in the first, two rounds of the year
- Ad production and a 30 spot campaign on RDU to promote your activity
- Must have been an affiliated club of the UCSA for at least one year



University of Canterbury Students' Association Inc

Club Grants & RDU Advertising Application Form 2008

Club/Society Details

1. Name of Club/Society: _____

2. Postal Address: _____

Street Address: _____

3. Type of Club/Society: _____

4. Main Contact Person: _____

Position: _____

Phone (day): _____

Phone (evening): _____

Student Email: _____

Second Contact Person: _____

Position: _____

Phone (day): _____

Phone (evening): _____

Email: _____

5. How many members belong to your Club/Society?

Students: _____

Non-students: _____

Total: _____

What is the membership fee for joining your Club/Society?

Students: _____

Non-students: _____

Other: _____

6. Name any regional and/or national associations to which you are affiliated:

7. Are you incorporated? Yes No

Are you a Non-Profit body? Yes No

8. Are you GST Registered? Yes No

If so, GST Number: _____

9. Bank Account Number (please attach a bank generated deposit slip to you application so the payment can be direct credited.

10. Please list any organisations that you have received funds from in the last two years, including project description, amount received, and year (continue on a separate page if necessary):

The closing dates for grant applications for 2008 are as follows:

Round 1	5 p.m. Tuesday, 6 May 2008
Round 2	5 p.m. Thursday, 5 June 2008
Round 3	5 p.m. Friday, 18 July 2008
Round 4	5 p.m. Tuesday 9 th September 2008

RDU 98.5 FM

Round 1 (2 grants available)	5pm Tuesday, 6 May 2008
Round 2 (3 grants available)	5pm Thursday, 5 June 2008

Project Details Form

Note: Please use a separate project details form for each additional project application.

1. Grant category.

- Standard Grant Gold Grant

Project cost: _____

(The UCSA pays up to 50% of the cost; general grant up to \$500 and Gold Grant up to \$1,000, payment will only be granted on the submission of all original receipts.)

2. What type of project is this grant being made for?

- | | |
|---|---|
| <input type="checkbox"/> Equipment Purchase | <input type="checkbox"/> Affiliation & Subscription |
| <input type="checkbox"/> Printing | <input type="checkbox"/> Events |
| <input type="checkbox"/> Training & Conferences | <input type="checkbox"/> Mentoring & Tutoring Schemes |
| <input type="checkbox"/> RDU 98.5FM – Radio Advertising | |

3. What is this grant to be used for? (Please be specific)

4. How will this project benefit your UCSA student club's members?

5. How will this project benefit other UCSA students?

6. What fundraising and/or sponsorship has the club applied for or secured for this project?

7. Please name all other funding groups approached for this project (include amounts applied for):

8. It is a requirement of receiving a grant from the UCSA that you acknowledge our contribution. How will you do this?

Declaration:

We hereby declare that the above information supplied on behalf of our organisation is correct and, if this application is successful, our organisation agrees:

- (a) To comply with requests from University of Canterbury Students' Association for additional material in relation to the receipt and use of funds received by this Club/Society; and
- (b) To allow University of Canterbury Students' Association to direct an audit or inspection of the books, accounts, or data system in which the funds received by this club/society 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 University of Canterbury Students' Association in it's absolute discretion; and
- (c) To make provisions for the return of any equipment or funds acquired with University of Canterbury Students' Association grants in the event of the organisation winding up; and
- (d) To complete any certificates of expenditure and evaluation requirements requested by University of Canterbury Students' Association; and
- (e) To spend the grant prior to 22nd August 2008 for application in rounds 1 & 2 and October 24th 2008 for application in rounds 3 & 4 .The RDU 98.5FM radio advertising grant needs to be spent by the 17th October 2008,contact the University of Canterbury Students' Association Clubs Development Officer if the project is unable to be completed prior to this date, or if funds are to be used differently from that stated in the application.

The funds MUST be spent by the above dates otherwise the grant will be lost.

- (f) Return any unspent funds to the University of Canterbury Students' Association.

Signed: _____

Position: _____

Date: _____

Signed: _____

Position: _____

Date: _____

Note: The two people listed as contacts on the Club/Society details form must sign this form.

Checklist:

- Completed both sides of the Club/Society details form
- Completed both sides of the Project details form and signed the declaration
- Attached a detailed budget specifically for the project for which you are seeking assistance
- Attached at least two written competitive quotations or other evidence from suppliers for all project costs
- Attached a bank generated deposit slip to your application
- Attached Club Committee minutes with a resolution specifically applying for the funds
- Attached any additional supporting material

Official Use Only

Recommendation to UCSA Executive:

Signed: _____

Date: _____

Accepted: Yes No

Amount: _____