

Internal Policy Series

Grants Policy

Category: Recreation
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1. Purpose

- 1.1. The Otago University Students' Association recognises that clubs and societies require adequate financial support to function and that for individuals to continue making achievements in cultural, music, sporting and other spheres that they often require additional financial support.
- 1.2. In order to continue the development and improvement of affiliated clubs and societies and to support the achievements of our individual association members, the OUSA Executive delegates the responsibility to receive and make recommendations on grant applications from the Executive to the Grants Panel.

2. Membership

- 2.1. The membership of the committee shall normally consist of:
 - 2.1.1. The OUSA Recreation Officer, who shall act as the chair;
 - 2.1.2. The OUSA Clubs Development Officer, who shall act as the secretary;
 - 2.1.3. The OUSA President;
 - 2.1.4. The OUSA Finance Officer;
 - 2.1.5. Two student representatives, one from a sporting club or society and the other from a non-sporting club or society; and
 - 2.1.6. Two representatives from the Dunedin community, with experience in sport and recreation management and/or non-profit sponsorship.
 - 2.1.7. The OUSA Executive may, at its discretion, grant membership of the panel to any person, and may impose any terms and conditions on such membership it sees fit.

3. Meetings and Voting

- 3.1. The Grants Committee will communicate and motion recommendations on grant applications electronically. Although at discretion of the CDO or Recreation Officer, physical meetings may be held.
- 3.2. Each panel member shall have one vote.
- 3.3. The chairperson will have a casting vote in the event of an equality of votes.
- 3.4. A simple majority will approve or decline each grant application.
- 3.5. Once a grant application is received, the committee will have five working days to review and discuss the application, if the application lacks necessary information, more information will be asked for during this period. The Panel may extend the review period should this be required.
- 3.6. Once a decision on a grant has been reached the Recreation Officer will take this to the executive for approval, before the grant may be paid.
- 3.7. If votes are not collected by the panel within five working days, the grant will be taken by the Recreation Officer to the OUSA Student Executive to approve/decline.

4. Operations of the Grants Process

- 4.1. The Grants Committee will consider grant applications from both affiliated clubs and individual Association members.
- 4.2. The Clubs Development Officer can speak to applicants if deemed necessary.
- 4.3. The Committee shall use the OUSA Grants Criteria document, and Grants Panel Guidelines when making decisions.
- 4.4. The committee reserves the right to impose conditions onto grants.
- 4.5. The Grants Committee has the power to approve and decline a grant application by reaching the simple majority vote.
- 4.6. The club or individual shall sign a contractual agreement to use the money for the purpose for which it was granted, or shall be liable to repay the whole sum or part thereof.
- 4.7. Grants shall not be considered by the Grants Committee without an invoice, receipt, official quote or other verified document.
- 4.8. The grant shall be collected within the same calendar year which it was granted. Where they are not collected, the grant will become void.

- 4.9. Any property purchased with an OUSA grant must be recorded in the CDO's clubs assets register, which shall be submitted with the continuing affiliation form.
- 4.10. Grant recipients shall take all reasonable steps to promote OUSA as a sponsor of the project for which the grant has been awarded, as outlined in the conditions imposed by the panel.

5. Grants Eligibility

- 5.1. In order to be eligible for an OUSA grant, an individual must:
 - 5.1.1. Be a current University of Otago student.
 - 5.1.2. Be a student services fee paying student; and
 - 5.1.3. Have not previously been awarded an OUSA grant in that calendar year.
- 5.2. In order to be eligible for an OUSA grant, a club or society must:
 - 5.2.1. Be affiliated to OUSA.
 - 5.2.2. Have completed the requirements for continuing affiliation for that calendar year; and
 - 5.2.3. Have not previously been awarded three OUSA grants in that calendar year.

6. Grants Expenditure

- 6.1. Budget expenditure for grants will be set by the Executive and divided into:
 - 6.1.1. A general grants pool; and,
 - 6.1.2. A special grants pool.

7. Right of Appeal

- 7.1. Any Executive-ratified Grants Committee decisions are final and no correspondence will be entered into.

8. Related Policies, Procedures and Forms

- 8.1. OUSA Grants Policy Schedule One – Grants Panel Guidelines
- 8.2. OUSA Grants Policy Schedule Two – Grants Criteria
- 8.3. OUSA Continuing Affiliation Form

9. Schedule One – Grants Policy Guidelines

9.1. Purpose

9.1.1. The purpose of the Grants Policy Guidelines is to direct the funding and expenditure of the Grants Committee.

9.2. General Grants

9.2.1. General grants may be applied for by individuals or affiliated clubs and societies.

9.3. Special Grants

9.3.1. Special grants can be applied for by affiliated clubs and societies once every three calendar years, and can cover up to \$5000 for large one off events, purchases or conferences.

9.4. Individual Grants

9.4.1. Individual grants are grants for fee paying students of the University of Otago, who have been selected to attend, or represent the university at conferences or equivalent event, or for students selected to represent the University of Otago, an OUSA-affiliated Club, Otago or New Zealand at a sporting event.

9.4.2. Registration fee funding, these are the guidelines which the Grants Panel should take into consideration when funding individual applications:

9.4.2.1. \$50 for events held in New Zealand;

9.4.2.2. \$100 for events held in Australia;

9.4.2.3. \$200 for events in Asia/Pacific;

9.4.2.4. \$250 for events in America/Europe/Africa.

9.4.3. Travel Cost fee funding, these are the guidelines which the Grants Panel should take into consideration when funding individual applications:

9.4.3.1. \$50-150 for events held in the South Island;

9.4.3.2. \$150-300 for events held in the North Island;

9.4.3.3. \$300-450 for events in Australia;

9.4.3.4. \$400-600 for events in the Asia/Pacific region;

9.4.3.5. \$500-750 for events in America/Europe/Africa that incur significant travel costs.

9.4.4. Individual grants cannot cover:

9.4.4.1. Food or alcohol; or

9.4.4.2. Volunteer holidays or international volunteer work trips; or

9.4.4.3. Political or commercial campaigns.

9.4.4.3.1. This includes but is not limited to event hire costs, political poster/flyer printing, and administration costs.

9.5. Club Grants

9.5.1. These are grants for OUSA affiliated clubs and societies.

9.5.2. All OUSA affiliated clubs and societies are eligible for up to \$3000.00 of funding from the general grants pool per calendar year.

9.5.3. Club grants may cover:

9.5.3.1. Safety gear, training, courses or conferences for recreation;

9.5.3.2. Team uniforms or clothing to be held by the club or society;

9.5.3.3. Equipment – sports equipment, speaker system, radio-transceivers;

9.5.3.4. Venue, sound and lighting hire for cultural nights, competitions, fundraising evenings and community projects;

9.5.3.5. Travel and/or registration costs to conferences and events at recognised national or international institutions. These cannot be directly related to academic study; or,

9.5.3.6. Team building or leadership camps.

9.5.4. Club grants cannot cover:

9.5.4.1. Food or alcohol; or

9.5.4.2. Events of a purely social nature (balls and parties); or

9.5.4.3. Volunteer holidays or international volunteer work trips; or

9.5.4.4. Political or commercial campaigns.

9.5.4.4.1. This includes but is not limited to event hire costs, political poster/flyer printing, and administration costs.

9.6. Return of Funding

9.6.1. The return of grants funding will be requested in the following instances:

9.6.1.1. When the funds have not been used or are only partly used within six months of the Grants' Panel decision.

9.6.1.2. A surplus of funds exists after expenses related to the grant have been met.

9.6.1.3. The funds have been used for an unauthorised purpose, other than that set out in the initial application and grant.

9.6.1.4. Funding from alternative sources for the same purpose have not been declared to the Grants' Panel or OUSA Executive.

9.6.1.5. The funds have been obtained through the breach of any rule or regulation, or contrary to this policy.

9.7. Discretion

9.7.1. The OUSA Executive and Grants Committee reserve the right to impose conditions on grants before payment is given.

10. Schedule Two – Grants Criteria

10.1. Purpose

10.1.1. The Otago University Students' Associations (OUSA) Grants Criteria document serves to work in addition to the OUSA Grants Policy. It shall assist both the OUSA Grants Committee and potential applicants (both Individuals and OUSA Affiliated Clubs/Societies) to assess the eligibility of possible grants.

10.2. Interpretation

10.2.1. This document shall follow interpretations and guidelines from the OUSA Grants Policy unless otherwise stated.

10.3. Types of Clubs and Societies recognised by OUSA

10.3.1. All OUSA affiliated Clubs and Societies will be recognised by OUSA

10.3.2. Proof of membership numbers (including student ID numbers) will be required to show which category the Club/Society applying for a grant is under. These shall be subject to random checks.

10.4. Club/Society Criteria

10.4.1. To be eligible for a grant a Club/Society must:

10.4.1.1. Be affiliated to OUSA;

10.4.1.2. Complete the online grant application form with all necessary documentation provided;

10.4.1.3. Have no outstanding debts to OUSA or any other organisation/business;

10.4.1.4. Have completed all of the requirements for continuing affiliation for that year;

10.4.1.5. Have previously supplied the CDO with receipts/paid invoices for any preceding grants;

10.4.1.6. Have not already received three OUSA grants previously in that calendar year.

10.4.2. Club/Society grants will be paid out:

10.4.2.1. On receipt of an invoice or receipt by the Clubs' Development Officer on behalf of the individual;

10.4.2.2. When all conditions set by the Executive and/or the Grants' Panel are met by the recipient.

10.4.2.3. When the recipient enters a contract with OUSA, acknowledging their obligations to meet the requirements of this policy and any other conditions set by the Grants' Panel or OUSA Executive.

10.5. Individual Criteria

- 10.5.1. To be eligible for an individual grant the applicant must:
Complete the online grant application form with all necessary documentation provided;
- 10.5.1.1. Be a current fee paying student of the University of Otago; AND
 - 10.5.1.2. Have not been awarded a grant previously in that calendar year; AND
 - 10.5.1.3. Have provided receipts to the CDO for any previous grants awarded.
 - 10.5.1.4. If a grant has previously been awarded the individual must have presented the CDO with the appropriate receipts/invoices to be considered eligible for another grant in any year.
- 10.5.2. Individual grants will be paid out:
- 10.5.2.1. On receipt of an invoice or receipt by the Clubs' Development Officer on behalf of the individual;
 - 10.5.2.2. When all conditions set by the Executive and/or the Grants' Panel are met by the recipient.
 - 10.5.2.3. When the recipient enters a contract with OUSA, acknowledging their obligations to meet the requirements of this policy and any other conditions set by the Grants' Panel or OUSA Executive.