



## CLUB & FACULTY

# GRANT APPLICATION FORM

You should read the Application Guidelines before completing this form.  
(Please answer all questions and print clearly)

### INFORMATION ABOUT YOUR ORGANISATION

1. NAME OF CLUB.....

2. CONTACT PERSON: (Mr, Mrs, Miss, Ms, Dr).....

3. CONTACT PERSON'S POSITION IN ORGANISATION.....

4. CONTACT PERSON'S PHONE NUMBER.....

5. ADDRESS FOR CORRESPONDENCE

.....

.....

.....

.....

6. E-MAIL ADDRESS

.....

7. WEB SITE ADDRESS

.....

8. MEMBERSHIP  
What is the total membership of the club?.....

### STATUS OF YOUR ORGANISATION

9. LEGAL STATUS

UNINCORPORATED

INCORPORATED  
Registered Under the Incorporated Societies Act

CHARITABLE ORGANISATION  
Registered Under the Charities Trust Act 1957

NON CONSTITUTED BODY (Not a Legal Entity)

10. GST – is your club GST registered?

NO

YES

GST No: .....



**11. INCOME TAX STATUS**

Please read notes on taxation in the guidelines and then indicate below your appropriate income tax status.

Taxable Body IRD Number .....

Non-Profit Body (limited tax exemption)  
Attach letter from IRD confirming status

Exempt  
Attach letter from IRD confirming status

**12. BANK ACCOUNT INFORMATION**

The grant will be paid into your bank account.

Please attach a preprinted bank deposit slip for the account that the grant is to be paid into.

**13. FORMAL APPROVAL**

Please attach a copy of the minutes of the meeting that records a resolution of the club to apply to OUSA for funding for this particular project.

**REASON FOR YOUR APPLICATION**

**14. WHAT IS THE GRANT TO BE USED FOR?**

Please give a summary of what the grant will be used for.

List such details as event name, reason for event, type, venue, dates, numbers of members/non-members attending, risk-management plan, equipment, uniforms.

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15. BENEFITS

How will this make a difference to your group and OUSA? Who will benefit? How will they benefit?

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.....

FINANCIAL DETAILS

Attach a Budget (including all income and expenses) and/or Quotes of your project (as applicable).

TOTAL COST OF PROJECT :	INCOME	\$.....
(incl/excl GST)	EXPENSES	\$.....
	DIFFERENCE	\$.....

We request a grant from OUSA of \$.....

16. FUNDS WE HAVE ALREADY RAISED

Please indicate the source of the funds (fundraising/donations/grants) that you have already raised for this project.

Funding Sources	Amount Raised	
.....	\$.....	
.....	\$.....	
.....	\$.....	\$.....

17. FUNDS WE EXPECT TO RAISE

Please indicate the source of funds that you expect to raise (ticket sales) for this project.

Funding Sources	Amount Expected	
.....	\$.....	
.....	\$.....	
.....	\$.....	\$.....

18. FUNDING WE HAVE APPLIED FOR

Please indicate the other sources of funding that you have applied for and is pending.

Funding Sources	Amount Requested	
.....	\$.....	
.....	\$.....	\$.....



19. LOANS WE HAVE ARRANGED

Please indicate who you have arranged loans with and how much

Loan Approved By	Amount Approved
.....	\$.....
.....	\$.....
.....	\$.....
	\$.....

20. PROFIT

If your event makes a profit please indicate what the profit will be used for.

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21. RESERVE FUNDS

If your organisation has other funds please explain why they cannot be used for this project.

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22. FUNDRAISING PROGRAMME

Please inform us of your future fundraising plans.

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**INCLUDE THE FOLLOWING:**

- Copy of IRD Income Tax Status Letter (if appropriate)
- A Preprinted Bank Deposit Slip
- Copy of the Minutes
- A Project Budget and/or Quotes
- Bank Statement (within last 14 days)
- Latest Annual Financial Statement (inspected by OUSA or external auditor)
- Event Programme (if appropriate)



### APPLICANTS DECLARATION

We confirm that this application has the formal approval of our Executive Committee and

- to the best of our knowledge the information provided in this application is true and correct
- we accept that details of any grant that OUSA makes to our organisation will be made public
- we acknowledge that any decision made by OUSA is final and accept that no reasons for such decision may be given nor any correspondence entered into
- we accept that our organisation will be accountable for any grant made, which will be used for the purposes specified in our application, or as directed by OUSA
- that we will provide receipts relating to the project to OUSA within three months of the projects start date
- that we will repay the monies donated if the monies granted are not applied to the purposes as specified in the application form or if receipts relating to the project are not provided within three months.
- we will acknowledge the assistance of OUSA in any publicity and advertising associated with the project specified in the application
- any property purchased with an OUSA grant shall remain the property of OUSA and the club shall retain exclusive use and possession of it.

<b>For and on behalf of our organisation</b>	
Member's Name (Print).....	Signature.....
Position in organisation.....	Date.....
Member's Name (Print).....	Signature.....
Position in organisation.....	Date.....

**Please return completed application by 4pm on the due date to:**

**Lee Griffiths  
Clubs Development Officer**

Otago University Students' Assn.

84 Albany St, Dunedin. N.Z.  
PO Box 1436, Dunedin.

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