



# INDIVIDUAL

## GRANT APPLICATION FORM

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

### INFORMATION ABOUT YOU

1. NAME (Mr, Mrs, Miss, Ms, Dr).....

2. ADDRESS FOR CORRESPONDENCE .....

.....

3. E-MAIL ADDRESS .....

4. PHONE NUMBER (Home).....(Mobile).....

5. STUDENT ID NUMBER.....

6. YEAR FIRST ENROLLED AT OTAGO UNIVERSITY.....

7. COURSE OF STUDY.....

8. FULL TIME/PART TIME STUDENT

9. BACKGROUND INFORMATION THAT RELATES TO THIS APPLICATION  
Please describe relevant information that relates to this request. Include academic, sporting, artistic or cultural achievements, offices held, contribution to community.

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10. 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.



11. WHAT IS THE GRANT TO BE USED FOR?

List such details as event name, reason for event, type, location, date, event programme, equipment, uniforms, travel arrangements

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12. BENEFITS

How will this make a difference to you and OUSA?

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FINANCIAL DETAILS

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

Table with 3 columns: Description, INCOME, EXPENSES, DIFFERENCE. Includes rows for TOTAL COST OF PROJECT, INCOME, EXPENSES, and DIFFERENCE.

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

13. FUNDS I HAVE ALREADY RAISED

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

Table with 2 columns: Funding Sources, Amount Raised. Includes rows for various funding sources and a total row.



14. FUNDS WE EXPECT TO RAISE

Please indicate the source of funds that you expect to raise for this project.

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

15. FUNDING I HAVE APPLIED FOR

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

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

16. LOANS I HAVE ARRANGED

Please indicate who you have arranged loans with and how much

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

17. FUNDRAISING PROGRAMME

Please inform us of your fundraising plans

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**INCLUDE THE FOLLOWING:**

- A Preprinted Bank Deposit Slip
- A Project Budget (quotes supplied)
- Evidence of Participation (Invitation/Letter of Selection/Registration Form)
- Letters of Support



### APPLICANTS DECLARATION

I confirm that

- To the best of my knowledge the information provided in this application is true and correct
- I accept that details of any grant that OUSA makes to me will be made public
- I acknowledge that any decision made by OUSA is final and accept that no reason for such decision may be given nor any correspondence entered into
- I accept that I will be accountable for any grant made, which will be used for the purposes specified in my application, or as directed by OUSA
- I will provide receipts relating to the project to OUSA within three months of the projects start date
- I 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.
- I will acknowledge the assistance of OUSA in any publicity and advertising associated with the project specified in the application

<b>For and on behalf of</b>	
Member's Name (Print).....	Signature.....
	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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M: 021 365 964  
F: 03 479 5965  
[cdo@ousa.org.nz](mailto:cdo@ousa.org.nz)