

OUSA Grants Policy

1. Introduction

1. The Executive delegates to the OUSA Grants Committee the power to call for and receive applications for OUSA grants and to consider grants applications and make recommendations to the Executive of appropriate grants to come from the 'Special Grants' and 'Sports and Societies Grants' and Large Faculties Grants' lines in the OUSA budget.

2. Grants Committee Terms of Reference

1. Composition:
 1. Membership of the Grants Committee shall consist of the President, the Finance and Services Officer, the Clubs and Societies Representative (Convenor), the International Students' Representative or one nominee of International Council, one nominee of the Sports Council and one nominee of the Societies Council
 2. The Club Development Officer and the Assistant Clubs Development Officer shall be ex officio members and Secretary to the Committee.
2. Voting:
 1. Each member shall have one vote, excluding the chair and secretary.
 2. The chair shall have the casting vote in the event of an equal division.
 3. A simple majority will carry any motion.
3. Meetings:
 1. The Committee should meet during the last week of each month from March till September excluding June, or at any other time nominated and duly given notice of by the Clubs and Societies Representative and the Clubs Development Officer.
 2. All Meetings of the OUSA Grants Committee shall be chaired and convened by the Clubs and Societies Representative.

3. The Clubs and Societies Representative has the power to delegate chair of the OUSA Grants Committee should they, in exceptional circumstances, be unable to attend. The chair shall normally be delegated to the Finance and Services Officer.
 4. All meetings should be held within two weeks of the closing dates for grant applications.
 5. The quorum for the meetings is four (4) members of the Committee.
 6. At the first meeting of the year the Committee should set itself guidelines for the allocation of grants for the remainder of the year.
 7. The Clubs Development Officer and the Clubs and Societies Representative shall make a summary of the grant applications with a recommendation for the amount to be presented at the committee meeting
4. Terms of Reference

Advertise Grant Rounds

1. It is the responsibility of the Club Development Officer and Clubs and Society Representative to advertise the availability of OUSA grants widely.

Consider Applications

2. The Grants Committee will consider grant applications from affiliated clubs and societies and from individual Association members.
3. The Committee will allow applicants to speak to their applications at meetings in which that applicant's application is being considered.

Make Recommendations

4. The Grants Committee will recommend to Executive appropriate grants according to the criteria set out in this policy.
5. The Executive in its discretion may accept, reject or alter the recommendations of the Grants Committee.

Inform Successful and Unsuccessful Applicants

6. It is the responsibility of the Club Development Officer to ensure that all successful applicants are notified of the details of their grant, and to provide them with information

about how to claim their grant, within one week of the Executive meeting which approves the grant.

7. It is the responsibility of the Club Development Officer to ensure that all unsuccessful applicants are notified of the decision of the Committee.

3. Special Grant Criteria

Special Grants are intended for application by individuals only.

Projects for which Special Grants may be awarded:

1. Specific projects, (not ongoing personal expenses).
2. Representation or attendance at international/national events.
3. Projects not specifically targeted by OUSA Sports or Societies Grants.

Expenses for which Special Grants are not normally awarded:

4. Projects that have been completed before the grant application is handed in.
5. Projects relating to academic studies.
6. Liquor, entertainment and social expenses.
7. Educational costs (eg fees, equipment, resources) that should be covered by the University.
8. Costs associated with running political party campaigns.
9. Debts or projects that run over budget.
10. Projects, Expenses or Services towards which the OUSA already contributes.

Compulsory Criteria (The Grants Committee should not consider applications unless the following criteria are fulfilled):

11. Applicants must be members of OUSA.
12. Applicants must have completed the OUSA Special Grant Application Form.
13. Applicants must have no outstanding debts to OUSA.
14. Applicants may be entitled to one successful application for the financial year.

Actions that favour an application:

15. The applicant has made efforts to fundraise, obtain sponsorship, and has shown evidence of this.
16. The applicant has assisted towards the development of their organisation, if a member of a club or society.
17. The promotion of the applicant's experience gained from project (eg Critic, Radio One, forum, societies and clubs).
18. A clear, well written application, with accurate breakdown of budget and supporting documentation.
19. Applicant's willingness to contribute experiences/new knowledge to OUSA members.
20. Being a positive ambassador for Otago University whilst involved in the project.

4. Sports, Societies, and Small Faculties Grant Criteria

Sports, Societies and Small Faculties Grants are intended for applications by groups only.

Projects for which Sports and Societies Grants may be awarded:

1. Travel and accommodation costs associated with attending national gatherings.
2. Vital equipment for the club/society, (a past history of retaining equipment in the club/society is important).
3. Projects involving the recruitment, training or retaining of volunteers.
4. Projects aimed at improving the skills of club/society members.
5. Purchase/production of literature important to the club's/society's objects.
6. Projects aimed at the celebration and promotion of cultural diversity both on Campus and in the Dunedin area.

Expenses for which Sports and Societies Grants are not normally awarded:

7. Projects that have been completed before the grant application is handed in.
8. Debts or projects that run over budget.

9. General administration costs (including stationery, newsletters, postage etc).
10. Liquor.
11. Educational costs (eg fees, equipment, resources) that should be covered by the University.
12. Costs associated with running political party campaigns.
13. Projects benefiting only a few club/society members.
14. Projects, Expenses or Services towards which the OUSA already contributes.
15. Balls, socials, formals, hops or other predominantly social functions.

Criteria Guidelines for club and society grants:

16. Projects that actively pursue the aims and objects of the club/society.
17. Projects which are essential to the current functioning of the club/society.
18. Projects that benefit the whole club/society and/or the wider student community.

Compulsory criteria (The Grants Committee should not consider applications unless the following criteria are fulfilled):

19. The club/society must be affiliated to OUSA.
20. The OUSA Sports and Societies Grant Application Form must have been completed.
21. A risk management plan for the Event, if applicable, to be enclosed, which should not be longer than one A4 page
22. A copy of the minutes of the meeting that records a resolution of the club/society to apply to OUSA for funding for that particular project.
23. The Club/Society is only entitled to two successful applications per financial year, excluding any money granted for the purpose of attending the University Sport New Zealand University Games.

Actions that favour an application:

24. Regular attendance of the club/society at OUSA Sports/Societies Council meetings.

25. Attendance of a club/society representative at club administration workshops.
26. Attendance at Clubs and Societies day.
27. Efforts to fundraise, obtain other sponsorship etc.
28. Evidence of planning, both for the project and for the future of the club/society.

The Committee should also consider:

29. The long-term future of the club/society.
30. Facilities and grants that have already been provided for the club/society by OUSA, with an emphasis on parity between different clubs and societies.
31. The number of OUSA members represented by and/or involved in the club/society or project.
32. Any outstanding debts to OUSA.

5. Large Faculties Grant Criteria

Large Faculties Grants are intended for application by clubs responsible for promoting the interests of students within an academic department of the University.

Projects for which Large Faculties Grants may be awarded:

1. Vital equipment for the club/society (a past history of retaining equipment in the club/society is important).
2. Projects aimed at improving the skills of club/society members.
3. Purchase/production of literature important to the club's/society's objects.
4. Hosting of events such as careers nights

Expenses for which Large Faculties Grants are not normally awarded:

5. Projects that have been completed before the grant application is handed in.
6. Debts or projects that run over budget.
7. General administration costs (including stationery, newsletters, postage etc).

8. Liquor.
9. Educational costs (eg fees, equipment, resources) that should be covered by the University.
10. Costs associated with running political party campaigns.
11. Projects benefiting only a few club/society members.
12. Projects, Expenses or Services towards which the OUSA already contributes.
13. Balls, socials, formals, hops or other predominantly social functions.

Criteria Guidelines for Large Faculties Grants:

14. Projects that actively pursue the aims and objects of the club/society.
15. Projects which are essential to the current functioning of the club/society.
16. Projects that benefit the whole club/society and/or the wider student community.

Compulsory criteria (The Grants Committee should not consider applications unless the following criteria are fulfilled):

17. The club/society must be affiliated to OUSA.
18. The OUSA Faculties Grant Application Form must have been completed and explained to the Grants Panel in person.
19. A risk management plan for the Event, if applicable, to be enclosed, which should not be longer than one A4 page
20. A copy of the minutes of the meeting that records a resolution of the club/society to apply to OUSA for funding for that particular project
21. The Faculty club/society must have at least five hundred (500) registered members and evidence of this must be attached to the grant application.
22. The Faculty club/society is only entitled to three thousand dollars (\$3,000) in OUSA Large Faculties grants money per financial year and cannot apply for a grant under a separate category in this policy.

Actions that favour an application:

23. Regular attendance of the club/society at OUSA Sports/Societies Council meetings.
24. Attendance of a club/society representative at club administration workshops.
25. Efforts to fundraise, obtain other sponsorship etc.
26. Evidence of planning, both for the project and for the future of the club/society.

The Committee should also consider:

27. The long-term future of the club/society.
28. Any outstanding debts to OUSA.

6. Payment of Money

1. Money from the grants may be given out for the purposes it was granted for upon the production of an original invoice, which may be prior to the event.
2. The Club/society shall sign a contractual agreement to use the money only for the allocated project or shall be liable to repay the whole sum or part thereof. This shall be part of the Grant Application form.
3. Random checks may be made to verify the project's progress and to ensure that the contractual agreement is fulfilled.
4. Where a grant is given to a club or society the Finance and Services Officer shall note this for the following year's audit.
5. The grant shall be collected within the same financial year, which ends 31st December.
6. In exceptional circumstances an exemption to 6.1 and 6.5 maybe given with the written approval of the Finance and Services Officer and Club Development Officer.

7. Upon Receipt of the Grant

1. Any property purchased with an OUSA grant shall remain the property of the OUSA and the club/society shall retain exclusive use and possession of it.
2. The club/society shall take all reasonable steps to promote the OUSA as a sponsor of the project for which the grant has been awarded.