



### SPORTS, SOCIETIES & 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. PURPOSE

Explain briefly the aims of your club.....

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What year did your club affiliate to OUSA?.....

What is the total membership of your club?.....

#### STATUS OF YOUR ORGANISATION

9. INCOME TAX STATUS

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

Exempt-Charitable  Non-Profit Body

If you are exempt or non-profit please attach the letter from IRD confirming status.

Taxable Body  IRD Number .....





15. BENEFITS

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

.....  
.....  
.....

FINANCIAL DETAILS

Attach a Budget of your project including all income and expenses (include quotes from suppliers)

TOTAL COST – INCLUSIVE/EXCLUSIVE OF GST \$.....  
(delete one)

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

16. FUNDS WE HAVE ALREADY RAISED

Please indicate the source of the funds that you have already raised.

| Funding Sources | Amount Raised |         |
|-----------------|---------------|---------|
| .....           | \$.....       |         |
| .....           | \$.....       |         |
| .....           | \$.....       |         |
| .....           | \$.....       |         |
| .....           | \$.....       |         |
| .....           | \$.....       | \$..... |

17. FUNDING WE HAVE APPLIED FOR

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

| Funding Sources | Amount Requested |         |
|-----------------|------------------|---------|
| .....           | \$.....          |         |
| .....           | \$.....          |         |
| .....           | \$.....          |         |
| .....           | \$.....          | \$..... |



18. LOANS WE HAVE ARRANGED

Please indicate who you have arranged loans with and how much

| Loan Approved By | Amount Approved |         |
|------------------|-----------------|---------|
| .....            | \$.....         |         |
| .....            | \$.....         | \$..... |

19. PROFIT

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

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20. RESERVE FUNDS

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

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21. FUNDRAISING PROGRAMME

Please inform us of your 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 (quotes supplied)
- 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.

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PO Box 1436, Dunedin.

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