



otago uni **students'** association

OUSA Grants Criteria Document

CATEGORY: CLUBS AND SOCIETIES

VERSION NO.: 1

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1. PURPOSE

- 1.1. The Otago University Students' Associations (OUSA) Grants Criteria document serves to work in tangent with 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.

2. INTERPRETATION

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

3. TYPES OF CLUBS AND SOCIETIES RECOGNISED BY OUSA

- 3.1. The OUSA Grants Committee shall recognise the following tiers of affiliated clubs and societies;
 - 3.1.1. A Small Club/Society is an affiliated club/society with less than 50 active members.
 - 3.1.2. A Medium Club/Society is an affiliated club/society with between 50 and 250 active members.
 - 3.1.3. A Large Club/Society is an affiliated club/society with between 250 and 500 active members.
 - 3.1.4. A Faculty is an affiliated club/society with over 500 active members.
- 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.

4. GENERAL

- 4.1. To be eligible to apply for an OUSA grant a Club/Society or Individual must;
 - 4.1.1. Fill out the Grants Application form for the appropriate application in the correct manner with all necessary documentation provided; AND
 - 4.1.2. The Individual or Representative of the Club/Society applying must have met formally with the CDO to discuss the nature of the application.

5. CLUBS AND SOCIETIES

- 5.1. To be eligible for a grant a Club/Society must complete sections 4.1.1. and 4.1.2. of the OUSA Grants Criteria and must;
 - 5.1.1. Be affiliated to OUSA; AND
 - 5.1.2. Have no outstanding debts to OUSA or any other organisation/business; AND

- 5.1.3. Have completed all of the requirements for continuing affiliation for that year;
AND
- 5.1.4. Have previously supplied the CDO with receipts/paid invoices for any preceding grants; AND
- 5.1.5. Have not already received two OUSA grants previously in that calendar year.

- 5.2. The purpose of the grant must also;
Benefit the majority of club members OR have an overall benefit for the club;
AND
- 5.3. Be approved of by the club members (as shown in the provided minutes of a general meeting).

- 5.4. Grants are generally awarded to Clubs and Societies for;
 - 5.4.1. The cost of travel (not including petrol) to and/or accommodation costs associated with National and International gatherings/events that are not of a predominantly social nature.
 - 5.4.2. Equipment, including but not limited to:
 - Uniforms, provided the OUSA logo is included in the design brief and on the finished product.
 - Safety gear.
 - Sporting equipment.
 - Supplies for community/humanitarian/conservation projects in line with the Affiliated Clubs/Societies purpose.
 - 5.4.3. The cost of running or attending projects aimed at improving the skills of the club members in regards to the aims and purpose of the club.
 - 5.4.4. The purchase and/or production of literature relating to the purpose of the club.
 - The cost of hosting events that are not purely social based. These include, but are not limited to;
 - Career nights.
 - Cultural nights.
 - Prize giving's for the Club/Society.
 - Community based events in line with the affiliated Club/Societies purpose.
 - Training seminars in line with the affiliated Club/Societies purpose.
 - Competitions in line with the affiliated Club/Societies purpose.

- 5.5. Grants are not generally awarded to affiliated Clubs and Societies for;
 - 5.5.1. Any projects that have been completed before the grant application has been received by the Clubs Development Officer.
 - 5.5.2. Any projects relating to Academic Study. This includes, but is not limited to;
 - Conferences of an academic nature and the expenses involved in attending them.
 - Educational costs.

Running academic conferences.

- 5.5.3. The cost of running or attending events that have no benefit to the Club/Society apart from socialising. These include, but are not limited to;
 - Balls.
 - Formals.
 - Camps of a social nature.
- 5.5.4. The cost of liquor for any occasion or reason.
- 5.5.5. The cost of food for any occasion or reason.
- 5.5.6. The cost of entertainment for any occasion or reason. This includes but is not limited to;
 - Hiring bands/DJ's.
 - Attendance of concerts.
- 5.5.7. Costs associated with political party campaigns. This includes but is not limited to;
 - Producing fliers.
 - Producing posters.
 - Administration costs.
 - Event hire costs.
- 5.5.8. Any debts that the Club or Society has accrued.
- 5.5.9. Any services towards which OUSA already contributes or can contribute to at a lower rate.
- 5.5.10. Personal expenses.
- 5.5.11. General administration costs.
- 5.5.12. Any projects not benefiting the majority of Club Members.
- 5.5.13. Any projects that do not pursue the aims and objectives of the applying club/society.

6. INDIVIDUALS

- 6.1. To be eligible for a grant an Individual must complete sections 4.1.1 and 4.1.2 of the OUSA Grants Criteria and must;
 - 6.1.1. Be a current student of the University of Otago; AND
 - 6.1.2. Have properly completed the application form and provided all necessary documentation; AND
 - 6.1.3. Have no outstanding debts to OUSA; AND
 - 6.1.4. Have not been awarded a grant previously in that calendar year; AND
 - 6.1.5. Have provided receipts to the CDO for any previous grants awarded.
- 6.2. 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.
- 6.3. Grants are generally awarded to individuals for;
 - 6.3.1. Travel (not including petrol) to and/or accommodation costs to participate in regional, national or international sporting or cultural events. There is an

- expectation that these events have a selection or prestigious invitational element.
- 6.3.2. Travel (not including petrol) to and/or accommodation costs to attend or participate in regional, national or international events that would enable the participant to gain skills which would benefit the wider OUSA community with a humanitarian, charitable or environmental focus.
 - 6.3.4. Travel (not including petrol) to and/or accommodation costs for projects with a highly charitable, humanitarian, environmental or community based element and essential equipment relating to these activities if need be.
 - 6.3.5. Registration/Entry Fees for Regional, National or International events, conferences (that are not academic) or projects. There is an expectation of selection, prestige or a benefit to the OUSA wider community for attending these events.
- 6.4. Grants are not generally awarded to individuals for;
- 6.4.1. Any projects that have been completed before the grant application has been received by the Clubs Development Officer.
 - 6.4.2. Projects relating to Academic Study, this includes but is not limited to;
 - The costs of attending, and any other costs relating to, conferences of an academic nature.
 - Educational costs.
 - Projects solely for the academic benefit of the applicant.
 - Presenting academic findings at academic conferences.
 - 6.4.3. The cost of liquor for any occasion or reason.
 - 6.4.4. The cost of food for any occasion or reason.
 - 6.4.5. The cost of entertainment for any occasion or reason. This includes but is not limited to;
 - Hiring bands/DJ's.
 - Attendance of concerts.
 - 6.4.6. Costs associated with political party campaigns. This includes but is not limited to;
 - Producing fliers.
 - Producing posters.
 - Administration costs.
 - Event hire costs.
 - 6.4.7. Any debts the individual has accrued.
 - 6.4.8. Services towards which OUSA already contributes.
 - 6.4.9. Personal expenses.
 - 6.4.10. Projects/Conferences/Events that are club orientated or would fall under the Clubs and Societies criteria in this document.
 - 6.4.11. The costs associated with projects that are, in fact, Club/Society based events. This includes but is not limited to;
 - Club/Society camps, retreats.



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Club/Society conferences (regional, national, international or otherwise).

Club/Society training seminars.

6.4.12. Projects that are solely for the personal development of the applicant.

7. RELATED POLICIES, DOCUMENTS AND FORMS

7.1. OUSA Constitution.

7.2. OUSA Grants Policy.

7.3. OUSA Affiliation Policy.

7.4. OUSA Individual Grant Application Form.

7.5. OUSA Club Grant Application Form.

7.6. OUSA Grant Guidelines Document.