

Log into www.clubs.ousa.org.nz

Then click on 'Clubs'

Grant applications

Sorry, your clubs must be affiliated before you can apply for a grant.

Club grants for Cambodian Club

Club or Society Grant

When do you apply?

At least 14 working days prior to any event starting

Grants will never be approved retrospectively, the panel take this from the day you applied.

What can you get?

OUSA has grants policy which in turn has criteria for grants, this is only a starting point and the panel has recommended higher or lower amounts at times.

It's important for you to know that:

Conferences, at the discretion of the panel. Can't be academic or related to academic study. E.g. presenting research at academic conferences. But can be if talking about academic work in other contexts, e.g. community events.

Acceptable for travel/accommodation for club presidents etc. to attend club related things that shall benefit the entire club.

Priority for more funding towards safety gear/ safety training courses/conferences.

Money for uniforms and equipment. Based on size of club and how many they need. Require more than one direct quote. Should OUSA be trying to get a cheaper deal for uniforms for clubs and have a recommended supplier? At the moment giving \$1000.00 for uniforms and basing equipment on a case-by-case basis. Perhaps require/suggest clubs to take a bond for uniforms/equipment loaned out to members?

Cultural nights, competitions, fundraising evenings, community projects etc., venue hire and costs for events. At the moment \$1000.00.

Conferences/events at recognised national or international institutions. Not academic based though. This is at the panel's discretion but should take into account the applicant's path of study.

Please refer to the grants policy via this link: <http://www.ousa.org.nz/downloads/GrantsPolicy17.pdf>

[Apply for this grant now »](#)

ousa
grants and affiliations

Dashboard

Clubs

Grants

Room bookings

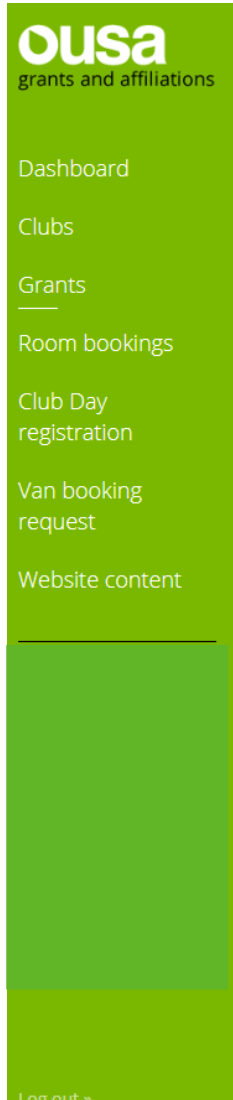
Club Day
registration

Van booking
request

Website content

[Log out »](#)

Read the terms to applying for a grant, if your happy with them, click the 'I understand and agree to these terms' button



Club or Society Grant

Application for Otago University Cambodian Club

Who can apply?

Applicants need to be:

- A current OUSA Affiliated Clubs or Society

Who can't apply

- Participating in an event that has received a grant from OUSA already.

Eligibility restrictions

- Clubs and Societies are eligible for two successful grants a year
- OUSA Grants cannot be applied for retrospectively (i.e. for an event that has already been undertaken or commenced at time of application).

Applicants are advised to obtain independent advice regarding any taxation, benefit, student loan and student allowance implications of receiving a grant.

An approved grant may be revoked and OUSA may require that part or all of a grant paid be refunded if a recipient:

- brings the grants programme into disrepute, or
- has breached the conditions of the grant contract, or
- does not commence and/or withdraws at any time from the event/activity for which the grant was approved.
- If approved it is expected the event/activity for which the grant is given will commence within 12 months of approval or the end of the year.

[I understand and agree to these terms »](#)

Fill in the details – name of your club, how many active members your club has, and your clubs email address

Club or Society Grant

Which Club are you applying on behalf of? Otago University Cambodian Club

How many active members does your club have? 25

Club email address: oucc2018@gmail.com

What is it that your club is applying for?

Note the Cambodian club are applying for a pull up banner

Event/Activity/Project Details

Are you attending a conference/forum/Seminar. No

Are you running a conference/forum/Seminar. No

Are you running an Event, a cultural or stage show No

Are you running a sports event No

Are you buying new equipment or uniforms? No

Other please explain Club roll-out banner

**Tell us what it is
you are wanting to
purchase!**

If you can fill in all of the following fields it will help your application

What is the
event/activity/project?

Club banner

When will it be used?

How will your club benefit?

How much you are requesting a grant of from OUSA

Are you receiving any other funding or sponsorship towards the uniform?

How will this benefit your Club or Society?

A club banner will help promote the OUCC at events we hold by ourselves or with the university. Examples would be like club day where a banner would help to advertise the presence of the OUCC. This would help us reach more people in and out of the university and will also bring Cambodians of Otago uni closer together and promote Cambodian culture among the community.

We request a grant from OUSA of:

300

Are you receiving any other funding/sponsorship? What other financial contributions will be going towards this project?

-

Letter of support – this shows the panel that this grant application has been approved by your club committee, and is a legitimate club application. Ask your club president to whip something up!

Letters of Support

Confirmation from the event organisers (if it is not an event you are running), that you or the Club/Society have been selected

pdf, 71.1kb



**Your letter of
support should
look something
like this!**

To Whom This May Concern,

I, Jacky Sek (President), am writing this letter of approval for the grant application for our club's banner purchase. This banner will be used to represent our club in future events like Clubs Day, International Food Festival etc.

Kind regards,

Jacky Sek

President of the Cambodian Club

It is necessary for you to provide two quotes to show us you have looked around for the best deal in town!

Quotes

Please upload quote 1 here pdf, 180kb

Please upload quote 2 here pdf, 112kb

Any other quotes? upload here

Any other quotes? upload here

Any additional information? Quote 1 is GST exclusive.
please let us know here!

This is what a quote could look like. The grants Panel would prefer to see an invoice.

Quoted to the club, dated (current), the product you are purchasing, quantity and the total price - check this includes GST.

Uniprint <uniprint@otago.ac.nz>

Thu 31-May-18 10:41 AM

To: Alex Sak <sakal398@student.otago.ac.nz>;

Hello Alex,

The cost for one pullup banner with your file, will be \$255 exc GST.
The turnaround time for one banner is 3 working days.

Thanks,
Ryan



Alex Sak <alexsak28@gmail.com>

RE: Quick Quote request from www.brandstand.co.nz

1 message

Emily Stonehouse <Emily@brandstand.co.nz>

Thu, May 31, 2018 at 3:42 PM

To: alexsak28@gmail.com

Hi Alex,

Thanks for contacting Brandstand with your enquiry.

Please see pricing below for our Premier Bannerstand, along with another popular option - our Promo Bannerstand:

Please see price and info below:

1 x Premier Bannerstand

http://www.brandstand.co.nz/item/6/banner_stands/premier

850mm x 2133mm

Includes: Padded Carrybag, 5 year hardware warranty, full colour graphic on canvas skin (fabric available for additional \$58).

@ \$399 excl GST

1 x Promo Bannerstand

http://www.brandstand.co.nz/item/6/banner_stands/Promo

850mm x 2050mm

Includes: Carrybag, 1 year hardware warranty, full colour graphic on canvas skin

@ \$299 excl GST

**You are
required to
upload a
budget for your
project!**

Budget Upload

Please upload your budget, in xlsx, 8.5kb
a excel spread sheet

**You need to ensure
you have
highlighted
expenditure – your
end product cost,
and income – any
incoming funds,
this could include
fundraising or
other grants**

Cambodian Club Grant Budget		
Item(s):	Cost:	
Roll-out banner	\$300.00	
Total	\$300.00	

If your application is successful we need a club bank account to pay your grant into!

Bank Account Details

Please upload screenshot of bank account, or deposit slip here [pdf, 51.3kb](#)

Are you GST registered? If you are, please provide us with your clubs GST number:

We will accept either a deposit slip, bank statement, or screen shot of your account.

Provided it shows your clubs name and account number.

If you type this out in a document it will not be accepted.

We need to make sure it is a club account not a personal bank account.



Statement of Accounts

Your accounts at a glance as at 12 June 2018

OTAGO UNIVERSITY CAMBODIAN CLUB
84 ALBANY ST
NORTH DUNEDIN
DUNEDIN 9016

0942

Today's statements

Account type	Account number	Balance
Go	06-0909-0461749-00	0.00

Click Submit!

Please note:

- **OUSA has grant deadlines – check out <https://www.ousa.org.nz/recreation/clubs/club-resources/important-dates>**
- **After the grant deadline, the grants panel meet, make recommendations, the OUSA Executive then have to approve the grants.**
- **It could take up to 3 weeks after the deadline before finding out if your application has been successful or declined. You will receive an email from the OUSA CDO.**
- **If your application was successful, you need to come into OUSA Clubs and Societies and sign a contract, your contract will tell you how much you are receiving, and what conditions you need to meet in order for the grant to be paid.**
- **If your application was successful, it can then take up to 3 weeks before you are paid, according to the OUSA payment day. OUSA pays fortnightly on Fridays.**
- **Once you have made your payment, you will be required to provide the receipt to OUSA to ensure the grant was used for its intended use.**
- **If you don't use it all, you will be required to pay**