

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 Malaysian Students Association

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

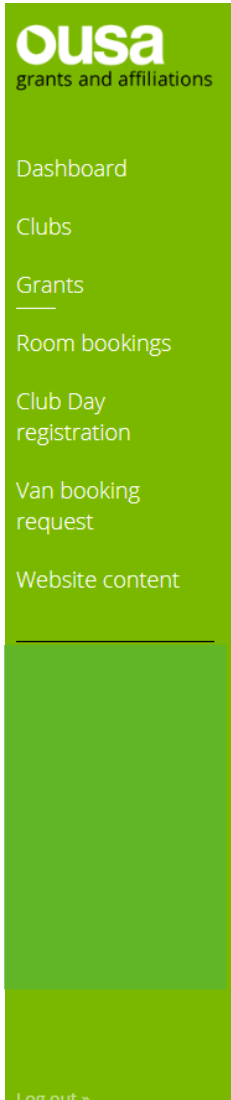
Club Day
registration

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 Sample Club Malaysian Students Association

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 Malaysian Students' Association (OMSA)

How many active members does your club have? 312

Club email address: omsamail@gmail.com

What is it that your club is applying for?

Note the Otago Malaysian Students Association are applying for support for their cultural show case

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 Yes

Are you running a sports event No

Are you buying new equipment or uniforms? No

Other please explain

Tell us about your project...

What is it?

How many students are involved?

Where is it taking place?

What is the event/activity/project?

Malam Malaysia 2018 (Malaysian Cultural Night Show)

Please explain the event/activity/project:

The Malaysian Cultural Night, or more widely known as Malam Malaysia is an annual theatrical production showcasing the diverse culture of Malaysia. The performances of the night include dance and song performances, both modern and traditional, following a contemporary original storyline. Malam Malaysia is highly anticipated and well known by international community; in 2017 we were featured by the Otago Daily Times and all seats were sold out (approx 470 seats available). We were even invited by the president of the Dunedin Multiethnic Council, Mr. Paul Gorlie to perform at the Fortune Theatre.

This production is fully organized by an appointed Director and members of the Committee, consisting of a crew of 124 persons including choreographers, music, costumes and make-up, backstage team, and sound and lighting.

How many student members will be involved in this event/activity/project?

124

Please provide list of student names and ID numbers involved

Where is the event/activity taking place?

Otago University Teacher's College Auditorium

When is the event?

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?

Event/activity start date 8th September 2018

Event/activity end date 8th September 2018

How will this benefit your Club or Society?

We hope to foster an interest in Malaysian culture by showcasing the vibrancy of Malaysia through theater and song. This event has been an annual tradition of OMSA for years and is well known among the diverse international community in Dunedin. We also hope that through this event, we are able to reach and give something back to the Dunedin community by enriching the international vibrancy of the city. We hope this event is able to unite people of different nationalities and ethnic backgrounds via song and dance. Not only our audiences but even our cast and crew will consist of students from many different nationalities, hence it will be a great opportunity for them to foster long-lasting relationships.

This time, we hope to expand media coverage and promote University of Otago students as responsible and talented global citizens. We also support many local Dunedin businesses by offering sponsorship opportunities and advertising opportunities.

We request a grant from OUSA of: 1000

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

Otago Community Trust Grant (yet to approve) , Bendigo Valley (yet to approve), Division of Humanities, International Office, Alumni Office (yet to approve). Profit earnings from food event (Mamak Night).

Additional info – anything you missed above that you want us to know about?

Additional information (if applicable)

Provide any further information

We have had our audition to recruit our cast and crew for Malam Malaysia. A total more than 200 people came for the auditions (non-inclusive of the 23 committee members), and we have to go through a long process of selections to finalized the list of cast and crews.

In terms of promoting Malam Malaysia to the general public, we will be posting regular updates about the event on both our official Facebook page and group. Other than that, we will be printing A3-sized posters and putting them up on campus bollards and television screens as well as our restaurant sponsors. We are also looking at promoting this event on Otago Access Radio, Radio One and Critic Magazine.

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! Or ask someone from the community to support you by writing a letter of support

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, 33.8kb



21 March 2018

TO WHOM IT MAY CONCERN

I write this letter of support for the Otago Malaysia Student's Association (OMSA) regarding their recent cultural grant application.

Malaysian students are the third largest cohort of International students at the University of Otago and OMSA has always been very proactive and productive in running various events and activities throughout the academic year. The University actively encourage on-campus cultural groups such as OMSA and regard the part they play in the support of international students vital.

I would be happy to discuss this further if that would be of help.

Yours sincerely

Jason Cushen

Director

International

Your letter of support should look something like this!

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, 119.1kb

Please upload quote 2 here pdf, 80.8kb

Any other quotes? upload here

Any other quotes? upload here

Any additional information? please let us know here!

This is what a quote should look like!

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

QUOTATION
OMSA Production: 5 September to 9 September 2018

Grand Total (NZD)
\$2,111.75

ITEMS	QUANTITY	PRICE	AMOUNT
Electro-Voice ZX5-90 FOH PA: Electro-Voice ZX5-90 15" 600W FOH PA:	2	\$50.00	\$100.00
0 Watt	4	\$80.00	\$320.00
12" 2-way	4	\$40.00	\$160.00

QUOTATION
OMSA Production: 5 September to 9 September 2018

Grand Total (NZD)
\$2,111.75

QUOTATION
OMSA Production: 5 September to 9 September 2018

Grand Total (NZD)
\$2,111.75

Estimate Number: TES104
Estimate Date: March 23, 2018
Expires On: April 22, 2018

BILL TO
Otago Malaysian Students' Association
Melvin Lim Syek Aun
omsamail@gmail.com


ITEMS	QUANTITY	PRICE	AMOUNT
Lighting Equipment	1	\$0.00	\$0.00
LED Quad 180w High Powered LED Par. All in one LEDs and 25 degree beam angle.	8	\$25.00	\$200.00
Enttec D-SPLIT 4 way optically isolated DMX splitter.	1	\$30.00	\$30.00
Antari HZ500 DMX Hazer (Ondina)	1	\$80.00	\$80.00
Followspot Luminosity 2500w long throw followspot.	1	\$60.00	\$60.00
Theatrelight Nova 36 36 channel fader console. 9 playback pages.	1	\$75.00	\$75.00
Sound Equipment	1	\$0.00	\$0.00
Behringer X32 Sound Desk: Behringer X32 40-Channel, 25-Bus Digital Mixing Console	1	\$150.00	\$150.00
Behringer SD16 Sound Desk: Behringer SD16 16-channel Stage Box	1	\$75.00	\$75.00

QUOTATION
OMSA Production: 5 September to 9 September 2018

Grand Total (NZD)
\$2,111.75

ITEMS	QUANTITY	PRICE	AMOUNT
Operation Labour 4 x Days of Lighting or Sound Operation	1	\$0.00	\$0.00
BaoFeng UV-5R 2 Way Radio	10	\$10.00	\$100.00
Subtotal:			\$2,045.00
GST 15%:			\$66.75
Total:			\$2,111.75
Grand Total (NZD):			\$2,111.75


Notes
Thank you for allowing us to quote your event. To accept or query this quote, please email info@tes.nz



Technical Event Solutions Limited
22/97 Rutherford Street
Christchurch,
New Zealand

Contact Information
Phone: 64279192848
Mobile: 642102710530
www.tes.nz

Page 1 of 3 for Quotation #TES104



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Page 3 of 3 for Quotation #TES104

Acceptance of this quote constitutes acceptance of Technical Event Solutions Limited's Terms of Hire, which are available on request.



This is what a quote should look like!

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

Quote: 1423

Quote

Quote date: 29/05/2018

Malaysian Students

Expiry:
05/06/2018

ITEM	DESCRIPTION	UNITS	UNIT PRICE (inc GST)	TAX TYPE	AMOUNT (inc GST)
	Malaysian Student's Cultural Show 2018 Same price as 2017 with much bigger lighting package 3 Days Sound Equipment Hire Approx 5 days Lighting Equipment Hire Digital Sound Desk FOH PA System Foldbacks Snake Band Microphone & DI Kit 8x AKG Headset Wireless Microphone 4x Sennheiser Handheld Wireless Microphone LED Par Cans for stage wash **2x R2 Wash Moving Head **2x R1 Spot Moving Head DMX Splitter Digital Lighting Control Followspot **10x RT Radio Labour for Delivery, Setup & Packdown Note - Discounted price for 4 extra wireless microphones at \$50 each (instead of \$100 for 3 days hire)	Qty 1	2,270.00	GST	2,270.00
GST:					\$296.09
TOTAL (inc GST):					\$2,270.00

**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**

OMSA Grant Budget	
Expenditure	
Light and Sound Hire	\$2,500
Props	\$300
Ticket Printing	\$120
Poster Printing	\$50
Cast & Crew T-Shirts	\$2,000
Certificate Printing	\$120
Food + Drink (for cast & crew)	\$950
Welcoming Gathering	\$50
Gifts & Souvenirs	\$300
Photography	\$360
Walkie-talkie Hire	\$350
Costume/Makeup/Hair	\$1,500
Total Expenditure	\$8,600
Income	
Ticket Sales	\$4,000
Fundraising	\$800
Total Income	\$4,800
Net Deficit	\$3,800

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, 38.8kb

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

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**