



Grants Policy

Category Recreation
Version 13
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Related Policies and Documents: Grants Panel Terms of Reference.

1. Purpose

- 1.1. To outline the procedure and rules for recommending awarded grants to be approved by the OUSA Executive.

2. Grants Rounds

- 2.1. There will be seven (7) Grant rounds per year, with the aim to spread the Grants budget evenly across each funding round.
- 2.2. If there is money remaining in the Grants budget following Grants round seven (7), an additional Grants round will be held (**Final Grants Round**).

3. Individual Grants

- 3.1. All Grants applications must be submitted at least fourteen (14) days before the proposed event or project.
- 3.2. Individual applicants must provide a letter of selection for the event that they are attending when submitting an OUSA Grants application.
- 3.3. Individuals can only receive one Grant per calendar year.
- 3.4. Individual Grants will only be awarded to students who:
 - 3.4.1. Have been selected to attend an event;
 - 3.4.2. Have been selected to represent their region or New Zealand at an event; or
 - 3.4.3. Can demonstrate their attendance at an event will benefit the Student Body and wider community.
- 3.5. The Panel can grant up to \$100 for registration
- 3.6. When awarding funding for travel, the Panel shall take into consideration the destination and cost of accommodation:
 - 3.6.1. Up to \$300.00 may be awarded for Domestic events; and
 - 3.6.2. Up to \$500.00 may be awarded for International events.

- 3.7. Individual Grants cannot cover:
 - 3.7.1 Events where an individual is representing an OUSA affiliated Club or Society;
 - 3.7.2 Food or alcohol;
 - 3.7.3 Volunteers' holidays, international volunteer work trips or university exchanges;
 - 3.7.4 Political or commercial merchandise for registered political parties. This includes but is not limited to event hire costs, political poster/flyer printing and administration costs; and
 - 3.7.5 UTSNZ Events.

4. Club Grants

- 4.1. OUSA affiliated Clubs and Societies are eligible for up to three successful Grants to the total value of \$2000.00, per club, annually.
- 4.2. Grants will only be awarded if it aligns with the club's purpose.
- 4.3. Club Grants may cover:
 - 4.3.1. Safety gear, training courses or conferences for recreation;
 - 4.3.2. Team playing uniforms which shall be held by the club or society;
 - 4.3.3. Other equipment;
 - 4.3.4. Travel and/or registration costs to conferences and events recognised by national or international organisations. These cannot be directly related to academic study; and
 - 4.3.5. Team building or leadership camps.
- 4.4. Club Grants may not cover:
 - 4.4.1 Food or alcohol;
 - 4.4.2 Events of a purely social nature;
 - 4.4.3 Volunteers' holidays or international volunteer work trips;
 - 4.4.4 Club apparel (t-shirts or items of a similar nature); and
 - 4.4.5 Political or commercial merchandise for registered political parties.

5. Final Grants Round

- 5.1. All OUSA affiliated Clubs and Societies can apply for a Grant in the Wild Card Grant round, including those Clubs and Societies that have already received \$2000.00 in OUSA Grants for that calendar year.
- 5.2. Priority will be given to clubs who have not yet been granted any funds.
- 5.3. The Grants Panel shall consider all applications with the aim to allocate the full annual OUSA Grant budget for that calendar year.

6. Successful Grants

- 6.1. Successful grant applicants must sign their grant contract within thirty (30) days of being notified of a successful grant application. Failure to do so, or failure to comply with grant contract conditions will result in the grant becoming void. The money awarded will then be returned to the grants pool for reallocation.
- 6.2. Grants will be paid to the applicant once a receipt or invoice is received by the Clubs Development Officer (CDO) and will then be processed by OUSA Accounts
- 6.3. The return of an OUSA Grant will be requested in the following instances:
 - 6.3.1. The grant has not been used for the awarded purpose stated in the grant contract conditions;
 - 6.3.2. The grant has not been used or only partly used;
 - 6.3.3. Funding from alternative sources for the same purpose was not declared to the Grants Panel or the OUSA Executive; or

6.3.4. A breach of the grant contract or the rules set out in this policy has occurred.

7. Discretion

- 7.1. The OUSA Grants Panel and the OUSA Executive may use their discretion when awarding OUSA Grants to Individuals or Clubs.
- 7.2. The OUSA Grants Panel and the OUSA Executive reserve the right to impose conditions on the grant before the payment is given.