

2024



Grants Funding Guide

**Clubs
& Socs
ousa**

Questions?
Email cdo@ousa.org.nz

Each year OUSA puts aside some funding to support our Affiliated Clubs and Societies. We know how important it is to have some extra help with expenses to make your projects, workshops or events a reality.



The Basics:

- OUSA currently has \$60,000 to allocate annually to affiliated student clubs and societies. With some funds designated to support individual students who are selected for special events and competitions. For more information on Individual Grants, see our website here - bit.ly/applyousa
- There are 6 grant rounds over the course of the year (with an additional 7th Wild Card round if there are leftover funds available)
- Each club is allowed up to 3 successful grants per year - to a grand total of \$2000

2024 Grant Closure Dates (all 5 pm)

- Round 1, February 29th
- Round 2, March 31st
- Round 3, April 30th
- Round 4, June 30th
- Round 5, July 31st
- Round 6, August 31st
- Wild Card Round (if there are any remaining funds)



Grant Applications - Step by Step

1

Plan your event and decide what you want to ask for in your grant

Each club is allowed to apply for up to a total of \$2000 per year, so plan accordingly. If needed, there are other places to apply to for grants, so check those out! The wildcard round at the end of the year (if there is one) is open to all clubs, no matter if you've spent \$2000 already or not.

→ Out of this \$2000, you are allowed to allocate up to \$500 towards food!

Make sure you apply for your grant at least 14 days before the event takes place! Additionally, if you're applying close to the date of the event, be prepared to not receive the money before the event. Sometimes it takes a month for you to hear the outcome of your application.

2

Get your application sorted



Forms can be found in the Clubs Portal, and besides telling us what the funding will be used for, we require a few things that are best organised ahead of time:

- An itemized budget for incoming and outgoing costs (not including the potential grant amount)
- Minimum 2 official quotes
- Bank account name and number in the form of a deposit slip or a screenshot of a statement or account. Club name and account number must be visible and match details on the quotes provided
- What isn't required but is super useful is also a letter of recommendation! This can be from someone outside the club or from your President.

things we ask for:



- You need to upload at least **2 different** quotes, from separate suppliers, to show to us that you're getting the best deal
- These quotes don't need to be super complex! For example, if you need craft supplies, you can include screenshots from 2 different stores of an online shopping cart filled with similar items
- You can also screenshot emails from companies. If it is a quote, the document should ideally be formal in nature and state it is a "quote"
- Make sure these quotes are up to date and recent.
- Ideally these should be from local Dunedin or NZ companies, not overseas retailers



- It is important that you budget for everything, not just what you're applying for in the grant. These budgets need to be specific
 - e.g. not just camp costs: \$2000
 - it should read more like - Accommodation (3 nights x \$300 per night = \$900 accommodation)
- Sometimes, we don't have the capacity to allocate you your full grant. Therefore, we may look to fund only certain things. For instance, if you apply for \$2000 for sounds/lighting your showcase, but we don't have the capacity to fund all of that, we may instead give you \$1000 for props and costumes!
- Do not budget the OUSA grant into your project!

3 The Clubs Portal Form

There are a few questions to answer, so here's a quick guide of what we want to see

What is the event/activity/project?

A simple one! Just quickly tell us what the event/activity/project is in a few words

Explain the event/activity/project:

Elaborate on what the event/activity/project is.

Outline what the grant money will specifically be put towards!

- If you're doing a show, state the grant is for costumes or lighting
- If you're going on a trip, will this money be put towards transport, accommodation, food?

How many student members will be involved

Let us know if this event also involves non Otago University or Otago Polytech students

E.g. 100 total people will be involved, 80 of these are Otago student members.

How will this benefit your club or Society?

Give us a reason as to why you're doing this project! How will it benefit you and your members? Why is it important that it happens?

Tell us how this aligns with your clubs mission statement.

Do you have alternative arrangements if cancelation of the event is required?

It's always good to have a back up plan! This can even be just a refund or partial refund

Are you receiving any other funding/sponsorship?

It's okay if there are no other financial contributions
Make sure to state if the club will be contributing to it
Also state if you're charging members to attend

List of student names and ID numbers of those involved/attending

This is just important for club trips! If you're not going on a trip, don't worry about filling this out

Then you can either save your draft application or submit it! You're able to save your draft application if you like by pressing "save and continue", then logging out. You'll be able to find a list of draft applications when you sign back in under the grants page. Otherwise, just hit submit!

It's important to note that we do not typically provide grants for the following things:

- Alcohol
- Fuel
- Volunteer holidays
- International volunteer work trips
- Political or commercial campaigns
- Ongoing venue hire
- Events of a purely social nature
- Gifts for club members, guest speakers etc.
- Event/activities/projects that have already occurred or equipment already purchased

What happens after I submit our application?

4

Once you submit your application, it may take a while for it to be approved. Please don't expect to hear anything earlier than one month after the round has closed. The grants panel meeting isn't held until a week or two after the round has closed.

Once a decision has been made at by the panel, it then goes to the OUSA executive for ratification. The OUSA executive usually meets either weekly or fortnightly, so it may take an additional extra couple of weeks to hear back due to this. You will receive a final confirmation email from the OUSA Clubs Development Officer regarding the outcome of the application.

Your application may be approved, declined or deferred. If your application is approved, please note it may not be for the full amount you have requested, or it may be for something else.

If your application has been declined, a reason will be provided.

If your application has been deferred, this likely means we need more information. We will reach out to you with specifics as to what we need, and then we'll reassess your application at the following meeting.

BUT IF YOUR GRANT HAS BEEN APPROVED, CONGRATS! NOW WHAT?

#1

The CDO will email you with the outcome and instructions.

#2

You will then have one month to sign a contract. The person who submitted the application will have to come into Clubs and Socs reception to sign it.

#3

Your grant has a conditions which are expected to be completed in as short a time frame as possible

#4

From there your grant will go to our accounts team for processing. You can expect payment approximately 1 month from the grant round application closing date.

#5

When you buy things for your event, you must send the CDO a copy of any receipts for OUSA records.

#6

Make sure you only spend the funding on what you said you would in your application. If you don't use all the money or your event doesn't happen, you must give the unused funds back to OUSA.

Step 1: Plan your event

What do you want to do?

When?

What is the money specifically for?

Step 2: Prepare your application

Make an itemised budget

Get 2 quotes

Optional letter of recommendation

Step 3: Apply through the Clubs Portal

Step 4: Wait for a response! This may take up to a month

Panel decisions are ratified by OUSA Exec

OUSA Grants Panel meets to allocate funds

Approved

Congrats! you have 1 month to sign your contact

Deferred

You may be asked for more information to be reconsidered at the next panel meeting

Declined

You will be told why you weren't successful this time, so you can always adjust and apply for something else later in the year

Application Do's and Don'ts



Do be clear and put in heaps information! We'd much rather have too much info than not enough



Don't ignore the policies and rules regarding grants applications. Read everything carefully.



Do check out all the grants related resources. Make sure to check if we can award money for what you're applying for.



Don't wait too long to sign your contract if your application is approved



Do be patient! Unfortunately, it does take time to process these applications, so DON'T expect to hear back from until around 1 month after the round closes (not 1 month from your application date)

Important Links



OUSA Grants Policy - bit.ly/ousapolicy

Grant Application Exemplars - bit.ly/ousagrants

- Event Lighting and Sound - Otago Dance Association
- Pull-Up Banner - Food-Science & Agriculture Student Association
- Equipment - Otago University Tramping Club
- Exhibition Costs - Thursdays in Black Otago
- Club Trip - Otago Mathematics and Physics Students Association

External Grants

Apart from OUSA grants, there are external organizations offering grants that you may qualify for. Our best advice for applying to these is that your effort will directly impact your results, so being highly organized is crucial! External grants aren't simply given away; however, for those ready to invest effort, there could be significant benefits. Here are a few potential sources to explore (or methods to locate them):

- Generosity NZ
- Dunedin City Council
- Otago Community Trust
- Skeggs Foundation
- Lottery Grants
- UO VC Grants
- UO Performing Arts Fund
- Dunedin Venues
- New Zealand Community Trust
- Sport New Zealand