

Grants Policy

Category: Recreation

Version 15

First Ratified: August 2000

Last Ratified: August 2025

Review date: August 2027

1. Purpose

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

2. Interpretation

- 2.1. In this policy, unless the context otherwise requires:
 - 2.1.1. Affiliated Club means a Club, Society or Union that has met the affiliation or reaffiliation requirements of OUSA;
 - 2.1.2. CDO is the OUSA Clubs Development Officer.
 - 2.1.3. Club also means any Club, Society or Union affiliated to OUSA under the Constitution.
 - 2.1.4. OUSA means the Otago University Students' Association;
 - 2.1.5. OUSA Grants Panel means the membership outlined in the Grants Panel Terms of Reference.

3. Grants Rounds

- 3.1. There will be a maximum of six (6) Grants rounds per year, with the aim to spread the Grants budget evenly across each funding round.
- 3.2. If there is money remaining in Grants budget following all regular Grants rounds, an additional Grants round will be held (Final Grants Round).

4. Individual Grants

- 4.1. All Individual Grants applications must be submitted at least fourteen (14) days before the proposed event or project.
- 4.2. Individual applicants must provide a letter of selection for the event that they are attending when submitting an OUSA Grants application.
- 4.3. Individuals can only receive one Grant per calendar year.
- 4.4. Individual Grants will only be awarded to students who:
 - 4.4.1. Are currently enrolled at the University of Otago;
 - 4.4.2. Have been selected to attend an event; or;
 - 4.4.3. Have been selected to represent their region or New Zealand at an event; or;
 - 4.4.4. Can demonstrate their attendance at an event will benefit the Student Body and/or wider community.
- 4.5. When awarding Individual Grants, the Panel shall take into consideration the destination:
 - 4.5.1. Up to \$300.00 may be awarded for domestic events; and;
 - 4.5.2. Up to \$500.00 may be awarded for international events.
- 4.6. Individual Grants cannot cover:
 - 4.6.1. Events where an individual is representing an OUSA affiliated Club;
 - 4.6.2. Food or alcohol;
 - 4.6.3. Volunteers' holidays, international volunteer work trips or university exchanges;

- 4.6.4. 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
- 4.6.5. Any retrospective projects, events or activities.

5. Club Grants

- 5.1. All Grants applications must be submitted at least fourteen (14) days before the proposed event or project.
- 5.2. OUSA affiliated Clubs are eligible for up to three (3) successful Grants to the total value of \$2000.00 per club, annually.
- 5.3. Grants will only be awarded if it aligns with the Club's purpose.
- 5.4. Club Grants, subject to the discretion of the Grants, may cover:
 - 5.4.1. Food, up to a maximum of \$500 per year;
 - 5.4.2. Club-related event and activity costs;
 - 5.4.3. Team playing uniforms, safety gear or other equipment which shall be held by the Club;
 - 5.4.4. Travel and/or registration costs for conferences and events recognised by national or international organisations. These cannot be directly related to academic study;
 - 5.4.5. Tokens of appreciation for external contributors who are not members of the club, up to a maximum of \$20 per external contributor and \$200 per year; and;
 - 5.4.6. Overnight camps, up to a maximum of \$1000 per year.
- 5.5. Grants cannot cover:
 - 5.5.1. Alcohol;
 - 5.5.2. Events of a purely social nature that are unrelated to the club's purpose;
 - 5.5.3. Volunteers' holidays or international volunteer work trips;
 - 5.5.4. Club apparel which will not be held by the club;
 - 5.5.5. Political or commercial merchandise for registered political parties; and;
 - 5.5.6. Any retrospective projects, events or activities.

6. Final Grants Round

- 6.1. All OUSA affiliated Clubs may apply for a Grant in the Final Grants Round, including those Clubs that have already received the maximum \$2000.00 of OUSA Grants for that calendar year.
- 6.2. No Individual Grants will be awarded in the Final Grants Round.
- 6.3. Priority will be given to Clubs who have not yet been granted any funds in that calendar year.
- 6.4. The Grants Panel shall consider all applications with the aim to allocate the full annual OUSA Grant budget for that calendar year.

7. Successful Grants

- 7.1. Successful Grant applicants must sign their grant contract within thirty (30) days of being notified of a successful Grant application.
 - 7.1.1. 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 budget for reallocation.
 - 7.1.2. Grants will be paid to the applicant once the CDO has received a signed contract and retrieved quotes and supporting documents, after which payment is processed by OUSA Accounts.

- 7.1.3. In accordance with the Grants contract conditions, a receipt of purchase will be sent to the CDO as soon as possible.
- 7.2. The return of an OUSA Grant will be requested in the following instances:
 - 7.2.1. The Grant has not been used for the awarded purpose stated in the Grant contract conditions;
 - 7.2.2. Where an event has been cancelled and a postponement date has not been set within the calendar year;
 - 7.2.3. The Grant has not been used or only partly used;
 - 7.2.4. Funding from alternative sources for the same purpose was not declared to the Grants Panel or;
 - 7.2.5. A breach of the Grant contract or the rules set out in this policy has occurred.

8. Discretion

- 8.1. The OUSA Grants Panel may use their discretion when awarding OUSA Grants to individuals or Clubs, including deviating from this Policy. This discretion applies to the time following a Grants round, if new information comes to light regarding an application.
- 8.2. The OUSA Grants Panel and the OUSA Executive reserve the right to impose conditions on the Grant before the payment is made.
- 8.3. The CDO shall at their discretion inform the unsuccessful applicants as to why the application was unsuccessful.
- 8.4. The CDO shall at their discretion alter minor or insignificant conditions of the Grant contract.
- 8.5. At the discretion of the CDO and in exceptional circumstances, the number of Grants rounds may be altered.