

I006-2013 Grants Policy and Schedules

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1. Purpose

- 1.1 The Executive delegates to the Otago University Students' Association (OUSA) Grants Committee the power to call for and receive applications for OUSA grants and to consider grant applications and make recommendations to the Executive of appropriate grants to come from the relevant line(s) in the OUSA budget.

2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
Large faculty means a faculty with a registered membership of 500 or more people.

3. Grants Committee Composition

- 3.1 Membership of the OUSA Grants Committee shall consist of:
- 3.1.1 The OUSA Recreation Representative (CSR) who shall be the chairperson;
 - 3.1.2 The Clubs Development Officer (CDO) and Club Development Assistant, who shall be ex-officio members, one of whom shall act as Secretary to the Council;
 - 3.1.3 The OUSA President;
 - 3.1.4 The OUSA Finance Officer (FSO);
 - 3.1.5 One other member of the OUSA Executive, who shall be nominated by OUSA Executive resolution; and
 - 3.1.6 Two nominees from the Affiliated Clubs Council; one from a sports club and one from a non-sports club.
 - 3.1.7 The OUSA Executive may, at its discretion, grant membership of the panel to any person, and may impose any terms and conditions on such membership as it sees fit.

4. Meetings and Voting

- 4.1 The committee shall meet six times a year, usually 5 weeks apart. The dates of the meetings shall be decided on by the CSR and the CDO. Meetings may also be held at any other time nominated and duly given notice of by the CSR and/or CDO.
- 4.2 All meetings shall be held within two weeks of the closing dates for grant applications.
- 4.3 The CSR has the power to delegate the Chair of the OUSA Grants Committee should they, in exceptional circumstances, be unable to attend. The Chair shall normally be delegated to the FSO.
- 4.4 The quorum for all meetings shall be the Chairperson and 3 voting members of the committee.
- 4.5 Each member of the committee shall have one vote; however, the ex-officio members do not have voting rights.
- 4.6 The Chairperson shall only have a casting vote which shall be used in the event of an equality of votes.
- 4.7 A simple majority will carry any motion.

5. Operation of the Grants Process

- 5.1 The Grants Committee will consider grant applications from both affiliated clubs and individual Association members.
- 5.2 The CSR can allow applicants to speak to their applications, if this is deemed necessary.
- 5.3 The committee shall consider the OUSA Grants Criteria document when making decisions. However, the committee has the discretion to deviate from this.
- 5.4 The committee will recommend to the OUSA Executive appropriate grants as decided at the committee meetings. The OUSA Executive, at its discretion, may accept, reject or alter the recommendations of the committee.
- 5.5 The club shall sign a contractual agreement to use the money only for the purposes for which it was granted, or shall be liable to repay the whole sum or part thereof.
- 5.6 Money from the grants is given out upon the production of an original invoice or a receipt.
- 5.7 The grant shall be collected within the same calendar year it was granted.
- 5.8 Any property purchased with an OUSA grant must be recorded on the club's asset register, which shall be submitted with the Continuing Affiliation Form.
- 5.9 Grant recipients shall take all reasonable steps to promote OUSA as a sponsor of the project for which the grant has been awarded.

6. Large Faculties

- 6.1 A large faculty is only entitled to \$3000 in grants per financial year.

7. Eligibility

- 7.1 In order to be eligible for an OUSA Grant, an individual must:
 - 7.1.1 Be a current OUSA member;
 - 7.1.2 Have met the minimum repayments on their loan as set out in the OUSA Loans Policy and seen in their loans contract; and
 - 7.1.3 Have not previously been awarded an OUSA Grant in that calendar year.
- 7.4 In order to be eligible for an OUSA Grant, a club must:
 - 7.4.1 Be affiliated to OUSA;
 - 7.4.2 Have met the minimum repayments on their loan as set out in the OUSA Loans Policy and seen in their loans contract;
 - 7.4.3 Have completed the requirements for continuing affiliation that year; and
 - 7.4.4 Have not previously been awarded two OUSA Grants in that calendar year.

8. Right of Appeal

- 8.1 Any decision made by the Grants Committee and ratified by the OUSA Executive is final and no correspondence will be entered into.

9. Related Policies, Procedures and Forms

- 9.1 OUSA Grants Policy Schedule 1 - Grants Panel Guidelines
- 9.2 OUSA Grants Policy: Schedule 2 – Grants Criteria
- 9.3 OUSA Continuing Affiliation Form

9.4 OUSA Loans Policy

10. SCHEDULE 1 – GRANTS PANEL GUIDELINES

- 10.1 Grants Panel suggests a higher amount to subsidise individuals that are selected to represent New Zealand.
- 10.1.1 \$50 for events held in New Zealand
 - 10.1.2 \$100 for events in Australia
 - 10.1.3 \$200 for events in Asia/Pacific
 - 10.1.4 \$250 for America/Europe/Africa/More expensive travel or events to attend
- 10.2 Travel, these are guidelines and the panel should take into consideration the cost of airfares/bus costs etc.
- 10.2.1 South Island, \$50-100
 - 10.2.2 North Island, \$100-150
 - 10.2.3 Australia, \$200-300
 - 10.2.4 Asia/Pacific, \$300-500
 - 10.2.5 America/Europe/Africa/More expensive travel, \$400-500
- 10.3 Accept for travel/accommodation for club presidents etc. to attend club related things that shall benefit the entire club.
- 10.4 Priority or more funding towards safety gear/ safety training courses/conferences for Recreation.
- 10.5 Money for uniforms and equipment. Base 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?
- 10.6 Cultural nights, competitions, fundraising evenings, community projects etc., venue hire and costs for events. At the moment \$1000.00.
- 10.7 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,
- 10.8 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 applicants path of study.
- 10.9 Recognise how important charitable/humanitarian/environmental projects are. For individuals and clubs.
- 10.10 Maximum amounts based on sizes of different clubs,
- 10.10.1 Small (less than 50 members), \$1,500.00 per year
 - 10.10.2 Medium (50-250 members), \$2,000.00 per year
 - 10.10.3 Large (250-500 members), \$2,500.00 per year
 - 10.10.4 Faculty (500+ members), \$3,000.00 per year
- 10.11 Maximum amount for individuals - \$750.00 for individuals travelling outside of Asia/Pacific to represent New Zealand.

11. SCHEDULE 2 – GRANTS CRITERIA

12. Purpose

- 12.1 The Otago University Students' Associations (OUSA) Grants Criteria document serves to work in tangent with the OUSA Grants Policy. It shall assist both the OUSA Grants Committee and potential applicants (both Individuals and OUSA Affiliated Clubs/Societies) to assess the eligibility of possible grants.

13. Interpretation

- 13.1 This document shall follow interpretations and guidelines from the OUSA Grants Policy unless otherwise stated.

14. Types of Recreation Recognised by OUSA

- 14.1 The OUSA Grants Committee shall recognise the following tiers of affiliated Recreation;
- 14.1.1 A Small Club/Society is an affiliated club/society with less than 50 active members.
 - 14.1.2 A Medium Club/Society is an affiliated club/society with between 50 and 250 active members.
 - 14.1.3 A Large Club/Society is an affiliated club/society with between 250 and 500 active members.
 - 14.1.4 A Faculty is an affiliated club/society with over 500 active members.
- 14.2 Proof of membership numbers (including student ID numbers) will be required to show which category the Club/Society applying for a grant is under. These shall be subject to random checks.

15. General

- 15.1 To be eligible to apply for an OUSA grant a Club/Society or Individual must;
- 15.1.1 Fill out the Grants Application form for the appropriate application in the correct manner with all necessary documentation provided; AND
 - 15.1.2 The Individual or Representative of the Club/Society applying must have met formally with the CDO to discuss the nature of the application.

16. Recreation

- 16.1 To be eligible for a grant a Club/Society must complete sections 4.1.1., and 4.1.2., of the OUSA Grants Criteria and must;
- 16.1.1 Be affiliated to OUSA; AND
 - 16.1.2 Have no outstanding debts to OUSA or any other organisation/business; AND
 - 16.1.3 Have completed all of the requirements for continuing affiliation for that year; AND
 - 16.1.4 Have previously supplied the CDO with receipts/paid invoices for any preceding grants; AND
 - 16.1.5 Have not already received two OUSA grants previously in that calendar year.
- 16.2 The purpose of the grant must also benefit the majority of club members OR have an overall benefit for the club; AND
- 16.3 Be approved of by the club members (as shown in the provided minutes of a general meeting).

- 16.4 Grants are generally awarded to Recreation for;
 - 16.4.1 The cost of travel (not including petrol) to and/or accommodation costs associated with National and International gatherings/events that are not of a predominantly social nature.
 - 16.4.2 Equipment, including but not limited to:
 - 16.4.2.1 Uniforms, provided the OUSA logo is included in the design brief and on the finished product.
 - 16.4.2.2 Safety gear.
 - 16.4.2.3 Sporting equipment.
 - 16.4.2.4 Supplies for community/humanitarian/conservation projects in line with the Affiliated Clubs/Societies purpose.
 - 16.4.3 The cost of running or attending projects aimed at improving the skills of the club members in regards to the aims and purpose of the club.
 - 16.4.4 The purchase and/or production of literature relating to the purpose of the club.
 - 16.4.5 The cost of hosting events that are not purely social based. These include, but are not limited to;
 - 16.4.5.1 Career nights.
 - 16.4.5.2 Cultural nights.
 - 16.4.5.3 Prize giving's for the Club/Society.
 - 16.4.5.4 Community based events in line with the affiliated Club/Societies purpose.
 - 16.4.5.5 Training seminars in line with the affiliated Club/Societies purpose.
Competitions in line with the affiliated Club/Societies purpose.

- 16.5 Grants are not generally awarded to affiliated Recreation for;
 - 16.5.1 Any projects that have been completed before the grant application has been received by the Clubs Development Officer.
 - 16.5.2 Any projects relating to Academic Study. This includes, but is not limited to;
 - 16.5.2.1 Conferences of an academic nature and the expenses involved in attending them.
 - 16.5.2.2 Educational costs.
 - 16.5.2.3 Running academic conferences.
 - 16.5.3 The cost of running or attending events that have no benefit to the Club/Society apart from socialising. These include, but are not limited to;
 - 16.5.3.1 Balls.
 - 16.5.3.2 Formals.
 - 16.5.3.3 Camps of a social nature.
 - 16.5.4 The cost of liquor for any occasion or reason.
 - 16.5.5 The cost of food for any occasion or reason.
 - 16.5.6 The cost of entertainment for any occasion or reason. This includes but is not limited to;
 - 16.5.6.1 Hiring bands/DJs.
 - 16.5.6.2 Attendance of concerts.
 - 16.5.7 Costs associated with political party campaigns. This includes but is not limited to;
 - 16.5.7.1 Producing fliers.
 - 16.5.7.2 Producing posters.
 - 16.5.7.3 Administration costs.
 - 16.5.7.4 Event hire costs.
 - 16.5.8 Any debts that the Club or Society has accrued.
 - 16.5.9 Any services towards which OUSA already contributes or can contribute to at a lower rate.
 - 16.5.10 Personal expenses.
 - 16.5.11 General administration costs.
 - 16.5.12 Any projects not benefiting the majority of Club Members.
 - 16.5.13 Any projects that do not pursue the aims and objectives of the applying club/society.

17. Individuals

- 17.1 To be eligible for a grant an Individual must complete sections 4.1.1 and 4.1.2 of the OUSA Grants Criteria and must;
- 17.1.1 Be a current student of the University of Otago; AND
 - 17.1.2 Have properly completed the application form and provided all necessary documentation; AND
 - 17.1.3 Have no outstanding debts to OUSA; AND
 - 17.1.4 Have not been awarded a grant previously in that calendar year; AND
 - 17.1.5 Have provided receipts to the CDO for any previous grants awarded.
- 17.2 If a grant has previously been awarded the individual must have presented the CDO with the appropriate receipts/invoices to be considered eligible for another grant in any year.
- 17.3 Grants are generally awarded to individuals for;
- 17.3.1 Travel (not including petrol) to and/or accommodation costs to participate in regional, national or international sporting or cultural events. There is an expectation that these events have a selection or prestigious invitational element.
 - 17.3.2 Travel (not including petrol) to and/or accommodation costs to attend or participate in regional, national or international events that would enable the participant to gain skills which would benefit the wider OUSA community with a humanitarian, charitable or environmental focus.
 - 17.3.3 Travel (not including petrol) to and/or accommodation costs for projects with a highly charitable, humanitarian, environmental or community based element and essential equipment relating to these activities if need be.
 - 17.3.4 Registration/Entry Fees for Regional, National or International events, conferences (that are not academic) or projects. There is an expectation of selection, prestige or a benefit to the OUSA wider community for attending these events.
- 17.4 Grants are not generally awarded to individuals for;
- 17.4.1 Any projects that have been completed before the grant application has been received by the Clubs Development Officer.
 - 17.4.2 Projects relating to Academic Study, this includes but is not limited to;
 - 17.4.3 The costs of attending, and any other costs relating to, conferences of an academic nature.
 - 17.4.4 Educational costs.
 - 17.4.5 Projects solely for the academic benefit of the applicant.
 - 17.4.6 Presenting academic findings at academic conferences.
 - 17.4.7 The cost of liquor for any occasion or reason.
 - 17.4.8 The cost of food for any occasion or reason.
 - 17.4.9 The cost of entertainment for any occasion or reason. This includes but is not limited to;
 - 17.4.9.1 Hiring bands/DJs.
 - 17.4.9.2 Attendance of concerts.
 - 17.4.10 Costs associated with political party campaigns. This includes but is not limited to;
 - 17.4.10.1 Producing fliers.
 - 17.4.10.2 Producing posters.
 - 17.4.10.3 Administration costs.
 - 17.4.10.4 Event hire costs.
 - 17.4.11 Any debts the individual has accrued.
 - 17.4.12 Services towards which OUSA already contributes.
 - 17.4.13 Personal expenses.
 - 17.4.14 Projects/Conferences/Events that are club orientated or would fall under the Recreation criteria in this document.
 - 17.4.15 The costs associated with projects that are, in fact, Club/Society based events. This includes but is not limited to;
 - 17.4.15.1 Club/Society camps, retreats.

- 17.4.15.2 Club/Society conferences (regional, national, international or otherwise).
- 17.4.15.3 Club/Society training seminars.
- 17.4.16 Projects that are solely for the personal development of the applicant.