



Clubs Grants Policy

Category:	Governance
Last Modified:	September 2020
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Approved By:	Executive Committee
Contact Person:	Club Coordinator

1. Purpose

- 1.1 The UCSA Clubs Grants Policy provides UCSA affiliated clubs access to a small portion of Student Services Levy funds to assist in the activities of clubs.
- 1.2 Well-governed and managed clubs delivering diverse activities are important in supporting the primary objectives of the UCSA in helping students succeed as well as proving a sense of belonging for all students. Clubs also provide students with the opportunity to develop leadership, organisational, critical thinking, communication and budgetary skills.

2. General Criteria

- 2.1 For club grants the club has to be currently affiliated to the UCSA.
- 2.2 The applicant organisation must have been affiliated with the UCSA for at least 12 months prior to the application being received. First year clubs can apply for some funding refer to section 6 for criteria.
- 2.3 Applications must be made on the relevant forms with required information attached. Applications will not be processed without all the relevant information.
- 2.4 The expenditure must be consistent with the purpose stated in the application.
- 2.5 Grant applications must be future focused and not retrospective. Grant applications received prior to the event or cost occurring will be considered future focussed. Even if the event or cost has occurred at the time the decision panel sits.
- 2.6 Clubs can apply for up to four grants per calendar year.
- 2.7 No grants will be funded for the purchase of alcohol.
- 2.8 Grants for social events such as balls, formals, social trips or camps of a social nature can be applied for, for the following:
 - Production

- Transport
- Venue hire (if Haere-roa is not available)
- Up to 50% of the total cost of the event can be covered with a cap of \$1,000 per grant application

"Note: Clubs may apply for more than one category of funding (e.g. Transport and Production costs) for one event. This should be applied for on one application form."

3. Frequency of Application Grounds

3.1 Applications for affiliated clubs can be made at any time with the committee meeting every two weeks if required (during term time).

4. Approvals

4.1 Only the Executive Committee or its delegate, can make a decision regarding the outcome of a valid grant, and each member of the decision panel shall have one vote.

4.2 Note that the below caps are only designed as a maximum amount that may be granted either per person or per event. Applications for grants at the capped amount aren't automatically granted and consideration will also be given to overall cost per person, level of user pays and other alternative funding sources.

5. Specific Criteria and Conditions

(All definitions below are examples only and are not an exhaustive list)

5.1 Promotional Materials (UCSA logo may be included on material)

- Teardrop flag - \$300 each
- Banner - \$300 each
- Gazebo/marquee \$1,000.00 each

Conditions

- No promotional material funded via a grant may be on-sold to students
- Club executive and club membership apparel (i.e. t-shirts) will not be funded

5.2 Field Trips and Conferences (Educational)/Club-run Competitions/Sports Competitions

- Travel, accommodation, registrations, modest non cash prizes, trophies

Conditions

- \$50.00 per student, per event with a total cap of \$1,000 in total.
- Non-students will not be funded

5.3 Marketing

- Printing, poster design etc

Conditions

- \$100.00 per grant

5.4 Food

- Bought food

- Ordered food
- Catered food
- Bought food ingredients

Conditions

- Food is secondary element of the event and is not the primary focus of the event
- Entry to the event must be free.
- \$10.00 per person, per event with a total of \$1,000 per grant.
- Non-students will not be funded

5.5 Training and Development

- Attending workshops, educational seminars etc.

Conditions

- \$50.00 per person, per event.
- Non-students will not be funded

5.6 Production and Equipment

- Hiring a tech, any sound or lighting for the event.
- Hiring of musical instruments
- Hiring of fencing, staging, Portaloos etc
- Hiring of security

Conditions

- Up to a cap of \$1000 per event

5.7 Venue hire

- Hiring of a venue for a specific event or rehearsal (if Haere-roa is not available or fit for purpose)

Conditions

- To be granted on a case by case basis with a cap of \$1,000 per event

5.8 Asset purchases

- Equipment (sporting, musical, production etc) – club specific equipment to enable club-focused activities.
- Safety gear
- Asset purchases
- Sports uniforms

Conditions

- To be granted on a case-by-case basis
- Sports uniforms
 - Social sports team uniforms are capped at \$50.00 per person up to a maximum of \$500.00, the uniform must remain the property of the Club and not the individual member.
 - University team uniforms are capped at \$100.00 per person, up to a maximum of \$1,200.00, and the uniform must remain the property of the Club and not the individual member.

5.9 Guest speakers

- Appearance fee, transport, accommodation

Conditions

- To be granted on a case by case basis

6 First Year Clubs

- First year club grants are considered on a case by case basis. Clubs are entitled to apply for grants any time after their affiliation has been granted.
- In addition to the application process, first year clubs will be required to meet with the Clubs and Societies Administrator, to explain the following:
 - How will the grant benefit the club
 - How will it improve the longevity of the club
 - Demonstrate their current engagement with students
 - (E.g. sign-ups, social media, events – past or planned)
- Pending these needs are all met an application on the clubs portal can be made.

6.1 All other criteria within the policy applies with the exception of clauses 2.2 and 2.6. Clubs can apply for one grant per term (maximum of four grants per year) with a maximum total of \$500.00 upon the condition that they meet with the Clubs Administrator to discuss grant application.

7 Sporting Grant Category

- Sporting grant applications are considered on a case by case basis.
- A grant application will be considered in the Sporting Club Grant category if:
 - The application is for a purpose that is primarily sport focussed;
 - The application is for the benefit of amateur participants or players only;
 - Consideration will be given to the number of students benefiting and the quantity of funds the UCSA has available to grant.
- A sporting club grant application will not be considered for:
 - Grants that further the activities of professional sports clubs or participants
 - Prizes for sporting events, except trophies or modest non-cash prizes for use in genuine community sporting events;
 - Sporting trips for supporters and spectators;
 - The provision of furniture, equipment, refurbishment or upgrade of a bar facility in clubrooms;
 - Dress uniforms or any equipment or apparel of a personal nature.
- Where the application concerns a team:
 - The team must be registered to compete in an approved competition that is a bona fide event sanctioned by a recognised legitimate national or regional body;
 - The application must be made by way of the respective affiliated club or society.
- Coaching grants will only be considered where the coach is coaching at a premier level and has current qualifications.