

class grant application form



applicant details (person completing this application)

Full Name: _____ Student ID: _____
 Cellphone: _____ Email: _____

class details

Class Title: _____
 Course Code: _____ Tutor/Lecturers name: _____
 College: Humanities & Social Science Creative Arts Science Business

grant details

Date of event (if applicable): ____/____/____

What is the grant applied for? How will it benefit students?

related costs

Outline of costs (as stated on quotes)

<i>Item</i>	<i>Per Unit</i>	<i>Quantity</i>	<i>Total</i>
Total Expenses			\$

Have you applied elsewhere for the same costs? Yes No
 If yes, please state where you have applied and how much: _____ \$ _____

final checklist

Have you:
 Attached class lists or photocopied IDs Completed all sections
 Attached appropriate quotes Signed the form

I, _____, confirm that all information provided is true and accurate. I understand that I may be liable to repay money granted if this application has been made dishonestly.

Signed: _____ **Date:** ____/____/____

grant information
(please keep this page for your reference)

conditions of the grant

- Approval of grants are at the discretion of the **mawsa** Executive.
- Class grants have a funding cap of \$10 per head for food or drink, or up to \$500 total, whichever is lower.
- Classes cannot apply for a grant if they have already received **mawsa** funding in the current year.
- Requests must be made on behalf of a currently enrolled class, and not from an individual.
- All class grants must have either a class list printed out and signed by the lecturer/tutor
- All applications must be supplied by at least two current quotes unless the **mawsa** CDO has approved the provision of a single current quote.
- Grants will not be made for projects of a political, ideological or evangelical nature, or any project which does not align with **mawsa** and/or Massey University policy.
- Class grants may only be used for the purpose they were intended for, and must be used within the same year they were granted.
- Any promotional material or events paid for by a **mawsa** Class Grant must display the **mawsa** logo, which can be supplied upon request from wvp@mawsa.org.nz
- **mawsa** will not provide any funding for the purchase of alcohol, cigarettes or any illegal goods.
- When considering applications, the Executive will take into account the following: **mawsa** Constitution and Policy, class size, any existing funding, tangible benefits to members, responsibility and past funding applications.

what happens next

- The WVP will check the forms and contact the person applying if anything else is needed and/or missing, or needs clarification.
- The WVP will submit your application to the next Executive meeting for approval. (Please note the Executive meet fortnightly, please enquire at the **mawsa** office as to when the next meeting will be held)
- The WVP will contact you with the outcome of the decision.
- Please also note that **mawsa** will not approve any retrospective grants, and it is also the responsibility of the person applying and not the WVP to ensure that the grant is received in an appropriate timeframe.

receiving the grant

- The **mawsa** Financial officer where applicable will transfer the funds directly to the invoiced/quoted business.
- If this is not the case, **mawsa** will reimburse the class for the amount requested upon agreement between the **mawsa** financial officer and the class representative.
- **mawsa** will not be liable for any debt incurred by any class grant.

if you're unsuccessful

- The WVP will inform you of the reasons your grant was not successful.
- You can reapply if you wish, the WVP can help with this if needed.