

**Clubs & Societies
grantapplication**

clubdetails

Club Name: _____
 How many students members do you currently have? _____
 How many non-student members do you currently have? _____
 What is your membership fee? (if applicable) \$ _____

**whoisapplying?
(this is usually the treasurer)**

name: _____ email address: _____
 student ID: _____ cell: _____

grantdetails

which funding round are you applying for? Semester 1 Semester 2
 Week 1-6 Week 8 Week 13 Week 19

Type of grant being applied for?

travel & accommodation fees capital purchases
 special project start up

(new clubs are eligible for up to \$50 for administration purposes)

How much are you applying for? \$ _____

Please outline any sponsorship or grants you have secured thus far:

1. _____ \$ _____
2. _____ \$ _____

Please explain how your club will be making any deficit or funding:

have you received any mawsa funding in the past 12 months? Y N

if so how much? \$ _____

capital purchases assistance
(please outline all associated costs)

List items in order of priority and attach at least two current quotes for each

item	no. required	cost per unit	total cost
total cost			\$
costs being applied for			\$

travel and accomodation assistance
(please outline all associated costs)

a copy of proof of competition/conference must be attached or application will not be considered.

Name of event: _____

Date and venue: _____

Hosting body: _____ No. of participants expected: _____

Purpose of event: _____

Please provide a list of expected costs:

- 1. accommodation per night: \$ _____
- 2. cost of travel per person: \$ _____
- 3. other _____ \$ _____
- 4. other _____ \$ _____

total cost: \$ _____

costs being applied for: \$ _____

special project assistance
(please outline all associated costs)

name of event: _____

date and venue: _____

no. of people expected: _____ ticket price (if applicable): \$ _____

purpose of event: _____

please provide an itemized list of expected costs:

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____

4. _____ \$ _____
 5. _____ \$ _____
 total cost: \$ _____
costs being applied for: \$ _____

feesassistance
(please outline all associated costs)

governing body: _____

purpose: _____

affiliation/registration fee: \$ _____

costs being applied for: \$ _____

declaration

By signing here I verify that all the information on this form is true and accurate and that I have read and agreed to the mawsa grant conditions.

President

Signature: _____ date: ___/___/___

Name: _____

Treasurer

Signature: _____ date: ___/___/___

Name: _____

Executive Member

Signature: _____ date: ___/___/___

Name: _____

finalchecklist

- have you filled in all relevant sections of the form?
- have you completed and attached the breakdown of costs?
- have you attached any required documents? (quotes/invoices, etc)
- have you signed the declaration?

Please drop this into the mawsa office between 9am and 5.30pm Monday through Friday.

Please also note that the mawsa Executive meet fortnightly, so allow at least a week before a decision will be made. No retrospective grants will be accepted.

grantinformation
(please keep this page for your reference)

conditionsofthegrant

- Approval of grants is at the discretion of the mawsa Executive.
- Groups cannot apply for a grant unless they are affiliated to mawsa.
- Club grants have a funding cap of \$10 per head for food or drink, or up to \$500 total, whichever is lower.
- Requests must be made on behalf of an affiliated club, and not from an individual.
- All applications must be supported by at least two current quotes unless the mawsa CDO has approved the provision of only one quote.
- Grants will not be made for projects of a political, ideological or evangelical nature, or any project which does not inline with mawsa and/or Massey University policy.
- Clubs grants can only be used for the purpose they were intended for. They must be used the same year they are granted.
- Clothing and uniforms purchased with mawsa grants must display the mawsa and Massey University logo.
- Any promotional material or events supported by a mawsa grant must display the mawsa logo, which can be supplied upon request from wvp@mawsa.org.nz
- When considering applications, the Executive will take into account the following: mawsa Constitution and policy, club membership, funds raised by the club, tangible benefits to members, responsibility and history.

whathappensnext

- The CDO will check the forms and contact you if anything else is needed/needs clarification.
- Your secretary will attach a current club membership list to the application.
- Your secretary will also attach a updated club asset list (if applicable).
- The CDO will submit your application to an Executive meeting for approval. (please note the Executive meet fortnightly, contact mawsa for the next meeting times)
- The CDO 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 club and not the CDO to ensure the grant is received in an appropriate timeframe.

receivingthegrant

- The mawsa Financial Officer where applicable will transfer the funds directly to the invoiced/quoted business upon approval.
- If this is not required, mawsa will reimburse the club for the amount requested upon an agreement between the mawsa Financial officer and the club.
- Mawsa is not liable for any debt incurred by any club grant.

Ifyou'reunsuccessful

- The CDO will inform you of the reasons why you weren't successful.
- You can re-apply. The CDO will help with this if you wish.