

EVENTS GRANTS POLICY 2019

1. Purpose

- 1.1. The purpose of MAWSA Events Grants is to encourage and assist students to organize events which will contribute to MAWSA's vision "to be the centre of the student experience at Massey Wellington, contributing to and cultivating an engaging, vibrant, dynamic and inclusive culture..."
- 1.2. The Purpose of this policy is to set out the criteria and processes for MAWSA Events Grants.

2. Funding Cap

- 2.1. The total amount available in 2019 is \$1,500.
- 2.2. It is anticipated that this will roughly equate to one grant of \$150 per month, from February through November.
- 2.3. The maximum grant for each event will be \$150
- 2.4. Grants of greater \$150 will only be approved in exceptional circumstances, when there is a very clear link to the grants purposes (Section 1), with the approval of the Events Grants Committee and subject to the availability of funds.

3. Criteria

- 3.1. Grants will only be given for events that are on-campus except in exceptional circumstances.
- 3.2. Events should be benefit at least 25 students.
- 3.3. Grants cannot be used to pay for alcohol.
- 3.4. Grants will not be approved for events which are required to satisfy the academic requirements of a course (for example recital or exhibition costs).
- 3.5. Grants will not be approved for projects of a political, ideological or evangelical nature, or for any activity which is not consistent with Massey University policy.
- 3.6. Grants will not be approved for seed funding for fundraising ventures.
- 3.7. No retrospective funding will be granted.
- 3.8. Events must be aimed primarily at Massey Wellington Students. Non-students cannot directly benefit from the events grants, only indirectly. For example, non-student members can benefit from asset/event purchases/negotiated discounts, but not where a personal subsidy is being provided, for example entry fees.
- 3.9. Grants shall only be used for expenses listed in the application budget.
- 3.10. Consideration will be given to the amount being awarded *per student who will benefit*.

4. Process

- 4.1. All applications must be made on the MAWSA website by submitting an *Events Grant Application* form
- 4.2. No applications will be accepted in any other form except with the express permission of the Student Experience Coordinator.
- 4.3. All applications must:
 - 4.3.1. include the aims or intended outcomes of the event
 - 4.3.2. demonstrate how the event will meet the grant criteria
 - 4.3.3. explain how costs will be covered other than by the grant – for example sponsorship, ticket sales etc.

- 4.3.4. include reasonable quotes for the items to be covered by the grant
- 4.4. If a grant is successful, MAWSA's support must be acknowledged, for example by including the MAWSA logo on promotional material or MAWSA flags at the event.
- 4.5. Payment of grants will be subject to submission of a campus liquor permit, risk assessment and management strategy (RAMS) and meeting any other conditions set by the committee.
- 4.6. Grants will only be paid by one of the following methods:
 - 4.6.1. Reimbursement to an individual after the event, on receipt of the grant report and proof of purchase, or
 - 4.6.2. MAWSA will pay suppliers directly by invoice, or
 - 4.6.3. MAWSA staff will purchase supplies on behalf of the organizer.
 - 4.6.4. Reimbursement is the preferred method.
- 4.7. Event organizers must submit a report within a month of the event, including photographs of printable quality and receipts for all purchases.

5. Committee

- 5.1. MAWSA events grants will be reviewed on an as-received basis.
- 5.2. The committee will consist of:
 - 5.2.1. MAWSA Student Experience Coordinator
 - 5.2.2. MAWSA Association Manager
 - 5.2.3. MAWSA President
 - 5.2.4. Massey Campus Life Coordinator or Student Development Coordinator
 - 5.2.5. Massey Campus Operations Services Coordinator
- 5.3. The Student Experience Coordinator will administer the grants and keep a tally of remaining available funds.