

STUDENT & CLUB FUNDING GUIDE

Introduction

A small part of the student services levy is reserved each year to support student groups and clubs, as well as individuals who fit the criteria. Club executives and current students are welcome to make funding requests each year. Our goal is to ensure that the levy funds go far and wide and benefit as many University students as possible.

Criteria

To be eligible for funding, *individuals* must be a current student and a *club/group* must be currently active and registered with Te Herenga Waka - Victoria University of Wellington.

Application Guide - Clubs

All applications are online and reviewed by the Clubs Support team to ensure they are fully completed.

- Before completing the online funding application, please look at the Funding categories and considerations table on page 3 for any funding do's and don'ts.
- Funding applications should be directed to the appropriate funding round and submitted early to ensure funding decisions are notified before any project spending is incurred. At least 8 weeks prior to the event/project start is recommended.
- After completing the online funding application, a club is then required to provide documents that support their application, these must include,
 - A cover letter and or funding proposal explaining how and why the funding will be used.
 - This must demonstrate how the club will support the university's commitment to a student experience second to none.
 - A budget that matches their funding proposal (indicating both revenue and expenditure).
 - All applications must have a copy of a club bank statement of their accounts or payment will not be made.
- All applicants will be advised of the outcome by email from the clubs support team within two weeks of the closing date.
- The payment of any grant will be paid into their nominated club bank account as soon as possible after the decision has been communicated.
- For new clubs and societies, please speak with the Clubs Support team before completing the online funding application.

Application Guide - Individuals

All applications are online and reviewed by the Clubs Support team to ensure they are fully completed.

- Before completing the online funding application, please look at the Funding categories and considerations table on page 3 for any funding do's and don'ts.
- Funding applications should be directed to the appropriate funding round and submitted early to ensure funding decisions are notified before any project spending is incurred. At least 8 weeks before the event/project start is recommended.
- After completing the online funding application, an individual is then required to provide their own documents that support their application, these must include,
 - Brief cover letter explaining why the individual is attending the event.
 - Proof of selection or invitation letter by the national/ regional body or other relevant Organisation involved with the specified event/s.
 - Proof of costs to attend the event/s or a budget (indicating both revenue and expenditure).
 - All applications must have a copy of a club bank statement of their accounts or payment will not be made.
- All applicants will be advised of the outcome by email from the clubs support team within two weeks of the closing date.
- The payment of any grant will be paid into their nominated club bank account as soon as possible after the decision has been communicated.

STUDENT & CLUB FUNDING GUIDE

Reconciliation Requirements

- All funds should be spent within three months of the event. All receipts must be forwarded at the completion of the event or by the 1st of December of that year. Failure to reconcile receipts may impact the funding that the club receives the following year.
- Reporting - all successful applications will provide a **written report and photos** at the conclusion of the event/project, including receipts, a photo of the events and final budget reconciliation. A template is provided for you to fill in.
- All funds that are not spent must be returned by the club to the University unless prior approval has been given. The clubs support team will send details on how to return the funds on request.
- Failure to properly account for funds or meet reporting requirements may result in a requirement for the club to pay back unaccounted funds and/or the club becoming ineligible to apply for future funding.

Funding Rounds for 2024

Rounds	Applications close
Trimester 1	
1	Wednesday 12 March 2025
2	Wednesday 14 May 2025
Trimester 2	
3	5pm Wednesday 16 July 2025
4	5pm Wednesday 17 September 2025

Applications should be completed using the online form located on [here](#)

An email will be sent on receipt of your application. Late-applications will not be accepted after the closing date.

Decision-Making Considerations

The funding panel makes the final decisions. Decisions are made on a case-by-case basis, as requests are received until the annual budget is spent.

In allocating funding, the panel will consider the following:

1. Club is registered / individual is a current student.
2. Funding pool availability.
3. Funding reconciliation from previous year.
4. Level of financial contribution and other fundraising endeavors.
5. Number of students to benefit.
6. Cost of participation/entry.
7. Equity of existing resource allocation.
8. Value of outcome to goal of funding/the club.
9. The individual track record & assessed professionalism of project management & accountability.
10. Most appropriate funding source for the initiative and club type.
11. Quality of grant application.
12. Consequence if support is not provided.
13. Sports Clubs applying for funding to relieve students of high membership fee costs need to apply at the beginning of the season to ensure that the funds are truly supporting students' ability to participate.

STUDENT & CLUB FUNDING GUIDE

Funding categories and considerations

GENERAL Clubs (cultural, academic, religious etc)	
<p>Funding is usually given to clubs for (This is not an exhaustive list):</p> <ul style="list-style-type: none"> ✓ General Events - these can include movie or quiz nights, sports events and cultural events etc. ✓ Special Projects - These can include hosting annual student conferences, equipment hire, intervarsity event, one-off grant for a sports event and guest appearances . ✓ Health & Safety - Items that have a clear link to improving health and safety of clubs members or minimise the risk of incident. This can include (but is not limited too) first aid kits, fire extinguishers or appropriate training of clubs members of high risk activities ✓ Travel/accommodation - Supports recognized and significant competitions, gatherings or events for clubs. This can be regional, national or international ✓ Consumables/Food - Provided it has direct support of an event. This does not include alcohol ✓ Promotion - Support towards club banners, printing, posters ✓ New Clubs - Groups who are new are encouraged to apply for start-up costs to support the launch of their club. 	<p>Funding is not given to clubs for:</p> <ul style="list-style-type: none"> ✗ To go directly to anyone that is not a student at Victoria University of Wellington. ✗ Retrospective events (e.g. Events already held before your application was made). ✗ Ticketed events or events serving alcohol (e.g., balls, BYOs, club dinners). ✗ Salaries, tutor payments, or guest koha. ✗ Academically focused events—these should be directed to the relevant faculty for support. ✗ Cash, vouchers or Non-physical prizes for club events (e.g., perpetual trophies or medals are acceptable). ✗ Providing funding or scholarships to any individual club members. ✗ Subscriptions to online databases. ✗ Sports equipment that is already available for hire through the University. ✗ Venue hire for any Victoria University of Wellington campus facility.
SPORTS Clubs	
<ul style="list-style-type: none"> ✓ Player Subsidy - Sport clubs should consider their application based on subsidizing student member cost. Reducing the costs for student to play sport & using this to promote/recruit players prior to the start of the season. ✓ Venue hire - excluding clubs 3 hours free onsite bookings, clubs can apply for any external venue hire they may require if any campus venues are not fit for purpose. ✓ General Events - these can include open/have-a-go days and social events e.g. quiz nights using this to promote/recruit players or keep the community culture prior to or throughout the season. ✓ Equipment or Uniforms - support for equipment or uniforms that students are required to use or wear for club events. ✓ Health & Safety - Items that have a clear link to improving the health and safety of club members or minimising the risk of incidents. This can include (but is not limited to) first aid kits, fire extinguishers or appropriate training of clubs members of high risk activities ✓ Promotion - Support towards club banners, printing, posters ✓ Consumables/Food - Provided it has direct support of an event. This does not include alcohol 	<p>Funding is not given to clubs for:</p> <ul style="list-style-type: none"> ✗ To go directly to anyone that is not a student at Victoria University of Wellington. ✗ Retrospective events (e.g. Events already held before your application was made). ✗ Ticketed events or events serving alcohol (e.g., balls, BYOs, club dinners). ✗ Salaries, tutor payments, or guest koha. ✗ Cash, vouchers or Non-physical prizes for club events (e.g., perpetual trophies or medals are acceptable). ✗ Providing funding or scholarships to any individual club members. ✗ Academic events nature, for academic events look to approach your faculty. ✗ Attending sports tournaments or events where very few of the student membership community are attending/ participating.
Individuals (Recreation/ sports events, conferences etc)	
<p>Funding is usually given to individuals for:</p> <ul style="list-style-type: none"> ✓ Assistance for competing or attending a regional, national or international event. ✓ Students must be attending the University in the academic year (full/part-time). 	<p>Funding is not given to individuals for</p> <ul style="list-style-type: none"> ✗ To go directly to anyone that is not a student at Victoria University of Wellington. ✗ Retrospective events (e.g. Events already held before your application was made). ✗ Academic events nature, for academic events, look to approach your faculty ✗ Where there are several members attending the same event this may be a club application.

Students and clubs should only apply once to the funding pools. If you require further assistance during the year, please email the clubs support team or drop into the Club House during office hours.