

# STUDENT & CLUB FUNDING GUIDELINES

## Introduction

A small part of the student services levy is reserved each year to support student initiatives, which help students to develop skills in leadership, communications and critical and creative thinking. Student groups and clubs, as well as individuals who fit the criteria, are welcome to make sponsorship 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 sponsorship, *individuals* must be a current student and a *club/group* must be fully registered with Te Herenga Waka - Victoria University of Wellington.

## Application Guidelines

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

- 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.
- Requests must be specific and be supported by detail which may include a selection or invitation letter by national body or other relevant documentation
- A club must submit their budget or funding proposal (indicating both revenue and expenditure) to support their application (*budget template provided*)
- They must demonstrate how they will support the university's commitment to a student experience second to none
- All applications must have a copy of a club bank statement of their accounts or payment will not be made.
- The payment of any grant will be paid into their nominated club bank account as soon as possible after the decision has been communicated
- All applicants will be advised of the outcome by email from the clubs support team within two weeks of the closing date
- For new clubs and societies, please speak with the Clubs Support team in the first instance

## Reconciliation Requirements

- All funds should be spent within three months of the event or by October 30<sup>th</sup> 2023. All receipts must be forwarded at the completion of the event or by the 1<sup>st</sup> December of that year. Failure to reconcile receipts may impact 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 grant 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 2023

Rounds	Applications close
<b>Trimester 1</b>	
1	5pm Wednesday 8 March 2023
2	5pm Wednesday 3 May 2023
<b>Trimester 2</b>	
3	5pm Wednesday 19 July 2023
4	5pm Wednesday 6 September 2023
5	5pm Wednesday 11 October 2023

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

### Considerations influencing club grants and sponsorship

In allocating funding, the panel will consider the following:

1. Club is fully registered / individual is a current student
2. Funding pool availability
3. Sponsorship 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. Value of outcome to goal of funding/the club
8. Most appropriate funding source for the initiative
9. Quality of grant application
10. Consequence if support is not provided
11. Sports Clubs applying for sponsorship 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.

### Sponsorship categories and considerations

Clubs	
<b>Sponsorship is usually given to clubs for (This is not an exhaustive list):</b> <ul style="list-style-type: none"> <li>✓ <b>Special Projects</b> – These can include hosting annual student conferences, equipment hire, intervarsity event, one-off grant for a sports event and guest appearances</li> <li>✓ <b>Health &amp; Safety</b> - Items that have a clear link to improving health and safety of club's members or minimise the risk of incident. This can include (but is not limited too) first aid kits, fire extinguishers or appropriate training of club's members of high-risk activities</li> <li>✓ <b>Player Subsidy</b> – Sport clubs should consider applications based on player subsidy. Reducing the costs for student to play sport &amp; using this to promote/recruit players prior to the start of the season.</li> <li>✓ <b>Travel/accommodation</b> - Supports recognized and significant competitions, gatherings or events for individuals or clubs. This can be regional, national or international</li> <li>✓ <b>Consumables/Food</b> – Provided it has direct support of an event. This does not include alcohol</li> <li>✓ <b>Promotion</b> – Support towards club banners, printing, posters</li> <li>✓ <b>New Clubs</b> – Groups who are new are encouraged to apply for start-up costs to support the launch of their club.</li> </ul>	<b>Sponsorship is not given to clubs for:</b> <ul style="list-style-type: none"> <li>✗ Ticketed events (e.g., balls)</li> <li>✗ Alcohol</li> <li>✗ Salaries or Tutors</li> <li>✗ To go directly to anyone that is not a student at Victoria University of Wellington.</li> <li>✗ Academic events nature, for academic events look to approach your faculty</li> </ul>
Individuals	
<b>Sponsorship is usually given to individuals for:</b> <ul style="list-style-type: none"> <li>✓ Assistance for competing or attending a regional, national or international event.</li> <li>✓ Students must be attending the University in the academic year (full/part-time).</li> </ul>	<b>Sponsorship is not given to individuals for</b> <ul style="list-style-type: none"> <li>✗ Academic events nature, for academic events look to approach your faculty</li> <li>✗ Where there are several members attending the same event this may be a club application.</li> </ul>

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.