



**TE TIRA AHU PAE**  
**HEI HĀPAI WHAKAMANA**

# CSCG Grant Policy & Procedure

## Purpose

To provide a framework for students to access funding to support Clubs and Activities that enhance the student journey experience.

## Policy Principles

The system is fair and equitable, upholds Ngā tikanga katoa rite tahi – equality, equity, equal outcomes, access, and participation.

## Objectives

1. To enhance the student experience and to support the development of clubs at Massey University, providing students with access to funding to support extracurricular activities and opportunities.
2. To define the parameters under which Club Grants (Grants) may be applied for, are awarded, and the conditions regarding the use of the grants.
3. To utilise the Club Grant fund, which is paid for by students via a portion of their student services levy, as effectively and efficiently as possible so that the greatest benefit results from the fund.

## Responsibility

1. Responsibility for the administration of the Grants provided by the Association to affiliated clubs sits with the Clubs' and Events Coordinators operating under the management of the Operations Manager.
2. The Club Grant committee members are responsible for the consideration of Grant applications and the awarding of funds according to this policy.
3. Club committee members are responsible for the proper utilisation of Club Grant funds and for reporting on their use.

# Standard Operating Procedures

## 1. Grant Use

### Eligibility

- 1.1. Only a Club that is affiliated to Te Tira Ahu Pae may be awarded grants.

### Intended Usage

- 1.2. Grants may be used to:

- Support the establishment and promotion of a club.
- Purchase items, or services required by a club for their objectives to be met.
- Food and other consumables where required to support the success of the club.
- Travel and accommodation in New Zealand for Massey student club members

- 1.3. Grants cannot be used to:

- Pay off a club debt.
- Pay for alcohol.
- Pay for anything that has already been paid for (i.e., no retrospective funding will be awarded.)
- Fund overseas activities.

- 1.4. Club members who are not currently enrolled Massey University students cannot directly benefit from any grant funding, e.g., personal subsidy of entry fee etc.

- 1.5. The Association may allocate funds from the Grant fund to purchase equipment or services that will be of benefit to all or a specific group of clubs for their joint use.

## 2. CSCG Grant Reporting

- 2.1. The funding year shall be broken into 4 quarterly periods.

Grant Quarter (GQ)	Dates
GQ1	1 January – 31 March
GQ2	1 April – 30 June
GQ3	1 July – 30 September
GQ4	1 October – 1 December

- 2.2. Written reports shall be presented to the committee within 1 month of the end of each quarter, including the following information.

- Grant outcomes, with reasons for any declined grants
- Statement of CSCG Grant finances
- Post-Grant Reports from clubs that have used funding
- Details on how many Massey students benefited from each grant
- Details on where the grant was used (physical location, including if it was onsite at a Massey University campus, or away from campus).
- A year-to-date summary of how much each club has applied for, and how much has been awarded.

2.3. Campus based meetings between Te Tira Ahu Pae and the MU Recreation Centre may be held at the end of Q1 and Q3 where appropriate.

2.4. The CSCG Committee shall meet at dates in July and December decided on by the Committee.

2.5. The Committee shall be made up of:

- A Te Tira Ahu Pae Manager (Chair)
- Te Tira Ahu Pae Clubs' Coordinators for each campus
- Up to 4 student representatives from Te Tira Ahu Pae
- Up to 3 Massey University representatives, usually, from the Recreation Centre from each campus.

### 3. Funding

3.1. Where the percentage covered would be more than the funding cap, the funding cap will not be exceeded.

3.2. An application may be re-allocated to an alternative category.

3.3. Discretion may be made to award additional funds in exceptional circumstances.

3.4. Each Campus would be expected to receive the below funds across an operational year.

	Q1	Q2	Q3	Q4	Total
<b>Auckland</b>	\$17,500.00	\$7,500.00	\$17,500.00	\$7,500.00	\$50,000.00
<b>Manawatū</b>	\$17,500.00	\$7,500.00	\$17,500.00	\$7,500.00	\$50,000.00
<b>Wellington</b>	\$5,250.00	\$2,250.00	\$5,250.00	\$2,250.00	\$15,000.00
<b>Distance</b>	\$5,250.00	\$2,250.00	\$5,250.00	\$2,250.00	\$15,000.00
<b>Total</b>	<b>\$45,500.00</b>	<b>\$19,500.00</b>	<b>\$45,500.00</b>	<b>\$19,500.00</b>	<b>\$130,000.00</b>

3.5. Funding may be reallocated to campuses based on need and usage. A campus that is using its funds in full will not receive less than outlined in the above table.

3.6. Clubs may access funding from the below streams:

#### Grant Streams

Grant Type	% Covered	Description
General	<b>Up to 70%</b>	Most applications will fall within this category. Meeting and event costs, equipment, uniforms, and promotion etc.
Health & Safety	<b>Up to 70%</b>	Items that have a clear link to improving health and safety of club members, e.g., First aid kits/training, other safety equipment etc.
Travel/Accommodation	<b>Up to 70%</b>	To cover costs associated with traveling and accommodation within New Zealand (e.g. petrol, vehicle hire, motel accommodation, AirBnB). Food is NOT included in this grant type.
Registration	<b>Up to 70%</b>	To cover the costs of event or tournament entry/registration or to affiliate to an external body.
Start Up	<b>Up to 100%</b>	Essential equipment for new clubs, or funding to help a new club get established. Clubs may use this category during their first year of operation for assets and event costs. Can also be re-awarded to a club that has been dormant for more than 1 year.

## Funding Caps

Tier	Membership Numbers	\$ Cap per quarter
Tier 1	6-50	Up to \$1,500
Tier 2	51-100	Up to \$2,000
Tier 3	101-200	Up to \$3,000
Tier 4	201+	Up to \$4,000

3.7. Whilst these funding caps are based on the club membership numbers, the number of Massey University students benefitting from the application will be of primary significance when grants are considered and awarded.

3.8. It is not expected that a club is entitled to the entire allocated amount of the funding cap.

## 4. Funding Process

### Applications

- 4.1. A Club may apply for a grant at any time by completing the application process on the Association's website.
- 4.2. Minimum documentation required with an application includes:
  - Project outline and budget, and evidence of costs
  - Current club bank statement.
  - RAMS form if activity is medium/high risk.
- 4.3. A Club must be prepared to supply additional documentation where relevant/requested.
- 4.4. A Club may apply for more than one grant in each Grant Quarter funding period; however, their unused funding should not exceed more than \$1,500 when multiple applications are considered.
- 4.5. Each grant application should cover a single project.

### Approval

- 4.6. Grant approval is made by an Association Manager and a Clubs' Coordinator.
- 4.7. Advice shall be sought from relevant Massey University Departments where appropriate in determining grant approvals.
- 4.8. Grant outcomes shall usually be communicated within 10 working days of an application being made.

### Funding Usage

- 4.9. If club members pay for items and are to be reimbursed, clubs will be responsible for actioning this from their club bank accounts.
- 4.10. Clubs that bank with Te Tira Ahu Pae may be awarded grant funds directly into their Association club bank account.
- 4.11. Clubs that bank externally to Te Tira Ahu Pae will only be provided with the grant funds on proof of expenditure.
- 4.12. A Club that fails to accurately report on grant usage may be stood down for a period from receiving grants.
- 4.13. Outstanding grant funds from a grant older than 3 months shall be returned to the grant pool.

- 4.14. Where the grant covers multiple events and/or a period of more than 3 months, this will be reflected in the grant outcome communication.

## 5. Consideration

5.1. Grant applications are considered favourably where:

- A club is meeting regularly and enhancing student life.
- The grant supports positive outcomes for the club's goals.
- The grant will benefit a high number of the club's student members or Massey University students.
- The application is fully and correctly completed.

5.2. A campus' proportional use of club funds should align with its population and club activity. However, considerations may be made for supporting the growth of emerging clubs.

## 6. Reporting

- 6.1. Clubs must complete a post grant report to show how they have used the awarded grant funds. Photographs should be included where possible that can be used by Te Tira Ahu Pae and the University for marketing purposes.
- 6.2. Clubs must keep a record of all transactions made related to grant spending using the Association's supplied documents.
- 6.3. A Club will not be eligible for funding if it has an outstanding post-grant report.