

**2021 WAIKATO STUDENTS' UNION (WSU) CLUBS CONTESTABLE GRANT REGULATIONS**

1. The purpose of this contestable fund is to provide financial resourcing to WSU affiliated Clubs.
2. The programme is managed by the WSU Operations Manager who will provide administrative and strategic support to club student groups.
3. The award of grant funding does not confer liability on the WSU for any event.

**Criteria for selection**

4. A panel will be convened to consider applications and select grant recipients. The Panel will consist of:
  - 4.1. General Manager of the Waikato Student Union
  - 4.2. Operations Manager of the Waikato Student Union
  - 4.3. Communications and Media manager of the Waikato Student Union
5. The following criteria will be used to assist with the selection:
  - 5.1 Degree to which the proposed event/project/item supports the participation and retention of membership and active engagement.
  - 5.2 Prior and consistent interaction with the WSU.
  - 5.3 Club aims and goals for 2021
  - 5.4 Applicants must be AFFILIATED clubs, registered with the Waikato Student Union.

**Award Conditions**

6. The funding is only available for the 2021 academic year
  - 6.1 The recipient group will be expected to work closely with the WSU Operations Manager for administration and strategic management of the grant.
  - 6.2 The recipient group must notify the Operations Manager immediately of anything that could materially affect the outcomes of the funded project.
  - 6.3 The grant may be terminated at any time and monies recouped if the recipient group is not following the required programme or are not otherwise complying with the conditions governing the fund. If the grant is terminated, the club will be ineligible for further funding.
  - 6.4 There is an expectation that the WSU will be acknowledged in the most appropriate manner.
  - 6.5 The WSU's involvement is to be disclosed to other parties also participating in the project.
  - 6.6 Further consultation and support from WSU to be sought outside the above conditions.
  - 6.7 On completion of the event/project/item the recipient of the Grant must provide the Waikato Student Union with a report outlining the use of the grant.

**Audit Acknowledgement**

7. All grants MUST ONLY be used for the purposes outlined in the approval letter.
  - 7.1 Any funds NOT used for the purpose outlined in the approval letter must be returned in full to the WSU.
  - 7.2 A Grant Audit Report, associated documents including GST receipts must be received by the WSU within one month of the completion of the event/project/item. If you do not provide evidence of proper use of the Grant awarded, the WSU may take action to recover the money/equipment and all collection costs incurred through any means necessary.

**Payment**

8. The value will be decided on a case by case basis by the panel to be convened.
  - 8.1. There are two options for the payment of the fund:
    - 8.1.1. The fund will be paid directly to the supplier or service provider where an official
    - 8.1.2. On a reimbursement basis after final completion of the project. Only items with proper receipts may be reimbursed.
  - 8.2. Funding is for the period of 2021 – funds cannot be carried over to 2021.

**Appeal**

9. If you have questions or concerns regarding the WSU decisions please contact the Operations Manager.