

U LEISURE SPONSORSHIP FUND

INTRODUCTION

U Leisure is a charitable company established in 1996 through a joint venture agreement between the University of Waikato and the Waikato Students Union. In 2007 the Board of Directors established a fund to assist groups and individuals in developing Leisure opportunities that aim to enhance the University of Waikato experience.

By providing this assistance the Board seeks to support activities that help us achieve our vision statement, being:

‘By developing quality, innovative and distinctive leisure experiences, 25 years from now, staff and student satisfaction at the University of Waikato will rival the best Universities anywhere, and the ‘Waikato’ experience will be treasured for life.’

To assist applicants in further understanding our objectives of the fund we have defined Leisure as follows:

- Peoples activities outside work, study or tasks
- Activities commonly classified as arts, crafts, culture, sports, entertainment, fitness, outdoor activities, and may be individually pursued or as part of a group or team
- Activities that provide a personal sense of intrinsic satisfaction, are freely chosen, and may be participated in spontaneously or in a structured, organised environment.

Purpose of Funding

U Leisure aims to enhance the University experience through the funding of individuals, groups, projects and events that contribute to, or represent, the University of Waikato experience.

Grants will be awarded to exceptional individuals or teams who strive for excellence in sports, arts, and cultural activities. Other categories of funding include projects and events that contribute to creating a positive University of Waikato experience. Applications for new initiatives are most likely to be supported.

Applications will be considered for:

- Individuals who represent the University
- Activities and events that enhance the University of Waikato experience
- Event Grants
- Group Sponsorship Grants
- Environmental Initiatives
- Community Cultural Activities
- Facilities and resource development

Who Can Apply

- University of Waikato Students (minimum of a 0.5 EFT)
- University of Waikato Alumni
- University of Waikato, UW Sport and WSU affiliated Clubs
- External Clubs formally associated with the University of Waikato
- University of Waikato staff
- Individuals or groups
- Organisations/Departments/Divisions based at the University of Waikato

Application Dates

There will be two annual funding rounds:

Round 1: Opening 1 March and closing 14 March.

Round 2: Opening 1 July and closing 14 July.

Out of round applications will not be accepted.

How to Apply

Application forms are available at the U Leisure offices, First Floor Student Union Building, University of Waikato, or on the U Leisure website www.uleisure.co.nz. Application forms should be submitted with the required documentation by the scheduled due dates to:

Grants Administrator
U Leisure Limited
Private Box 1326
Waikato Mail Centre
Hamilton

FUNDING

Grant Criteria

- Grants will only be accepted on the official application form and incomplete applications will not be considered.
- Each applicant will usually be considered for only one grant per calendar year.
- Applicants must have Not-for-profit purposes.
- Applicants must use the funding within the allocated financial year for the purpose applied for.
- The project should provide an opportunity for U Leisure sponsorship recognition – e.g. signage or event advertising, post event recognition.
- Priority will be given to events held on Campus
- That a minimum of 50% of the required funds for the event or purpose will come from other sources. These sources are to be disclosed and noted if guaranteed at the time of the application (it is not intended that U Leisure will fund events that are well established and could access sufficient funds from other sources, unless it can be proven the funding relates to a new specific initiative.)

Assessment criteria

- Consistency with U Leisure vision and values
- Ability to enhance the University of Waikato experience
- The level of sponsorship sought
- The applicant's ability to source other funding
- The sponsorship critical to allow the applied for purpose happening
- The 'track-record' of previously supported activities
- Other on campus funding support confirmed or applied for
- Does the applied for purpose create a long term benefit

Examples of Items eligible for funding

- Costs relating to venue hire, equipment hire or equipment purchase costs.
- The assistance for the improvement of facilities and the campus environment.
- Uniforms and Trophies
- Event related professional fees (Guest Speaker, MC, Event Management Fees)
- Accommodation costs within Hamilton

Items Ineligible for Funding

- Retrospective projects, i.e. for an already completed project
- National and Overseas travel and related costs will not usually be funded
- Food, alcohol and entertainment costs
- Prizes
- Staff costs
- General operating business expenses
- Affiliation/registration fees
- Third party donors/activities
- Projects that may create a conflict of interest for U Leisure
- Political/Lobby groups
- Anything that will result in commercial gain for an applicant or related party

APPLICATIONS

Process

Applications must include the following information:

- Completed application form
- Financial Information relating to clubs or organisations (most recent set of financial statements).
- Full details of the application purpose including objectives and projected budget
- How the project enhances the University of Waikato experience.
- Other funding applied for, or secured, through other sources.

Notification of successful and unsuccessful applicants will be made by:

The end of April for Round 1 and the end of August for Round 2.

Conditions

- Funds must be used for the purpose stated on the application form and any purchases made in relation to these funds must remain the property of the organisation.
- Should this project not proceed, or you have surplus funds after completion, any surplus must be returned to U Leisure.
- Records, invoices and proof of payments must be provided to U Leisure within 2 months of the completion of the project.
- Applications will only be considered if all documentation is complete and up to date.
- Any grant made from the U Leisure Distribution fund is inclusive of Goods and Services Tax.
- U Leisure may impose any conditions it thinks are reasonable on the use of the grant, publicity and acknowledgements, or other matters.