**Your details**

|  |  |
| --- | --- |
| **First name** |  |
|  |  |
| **Last name** |  |
|  |  |
| **Student ID no**. |  |
|  |  |
| **Address** |  |
|  |  |
| **Email** |  |
|  |  |
| **Phone** |  |

**Grant application details**

|  |  |
| --- | --- |
| **Please outline your current study and why you are applying for a grant** |  |
|  |  |
| **Please describe the purpose of the grant and how it will benefit Otago Polytechnic** |  |
|  |  |
| **Amount requested** |  |
|  |  |
| **Please outline funds you have raised to date and budget** |  |
|  |  |
| **Have you received a grant from the Education Foundation before?** | Yes No |

**Attachments**

|  |  |
| --- | --- |
| **Please attach the following supporting documents** | Letter of support from your Principal Lecturer Letter of support from your Head of School / CollegeEvidence of costs to be funded  |

**Criteria**

The eligibility criteria for applicants and projects include the following:

* Applicants should be able to indicate that their project will benefit/enhance Otago Polytechnic and the wider Dunedin community to engage in sustainable practices in workplaces, homes and community spaces.
* Applications for travel must be taken within one year of successful application. Applications for travel later than this will not be considered.
* The Board are likely to favour students in their final year of study unless exceptional circumstances apply.
* Fees - course fees are considered a ‘known’ expense when enrolling in the programme and other avenues for assistance with fees are available, for this reason course fees are **not** approved**.**

**General**

* The committee members are familiar with Otago Polytechnic policy and procedures around research, ethics, professional development and course related costs.
* Students may wish to consider whether the Student Assistance Fund may be able to assist (refer to management policy *MP601 Student Assistance Fund* and enquire at the Otago Polytechnic Students Association).
* The trustees and committee members welcome any opportunity to view the outcomes of your project and appreciate feedback.

**Conditions of the Award**

* Applications be for travel must be taken within one year of successful application. Applications for travel later than this will not be considered.
* Applicants, on acceptance of any funding shall agree to provide Otago Polytechnic with regular updates and progress reports during their time away. This will include updates via email, social media, blogs and a written travel report on their return. These reports may be published on the website. It is required that a short video or photo montage is uploaded to the OP Facebook page tagging the Education Foundation is done as soon as practicable on arrival at the student’s funded destination.
* Award recipients consent to being approached with regard to promotional or alumni activities
* The decisions of the Foundation Board are final.
* Activities are requested to acknowledge receipt of the grant in appropriate ways.

**Value of Award**

* The Foundation will make a contribution to the all-inclusive costs of travel of the successful applicants.
* In general grants will be funded up to $3,000. Exceptional circumstances may apply.

**Application Form**

* Applications must be made on the form provided.
* It is essential that applications are typed.
* Budget - it is important to provide a detailed breakdown of your expenses and any other funding you are receiving (internally, externally, yourself). Make it clear how much you are asking the Education Foundation Board for. All figures should be quoted GST inclusive.
* The trustees may consider approving a portion or particular part of a project, hence the breakdown is important.
* **Do not** send original materials, quotes, etc with your application.
* You **must**attach evidence from an independent person who can attest to the benefits of your proposal. For staff, this may be your Manager, and for students, someone who can attest to your special circumstances.
* Please keep documentation relevant, current and to a minimum.

**How to Send your Application**

* Completed applications and referee forms should be emailed to: andrea.hessian@op.ac.nz