**SPECIAL GRANT or SPONSORSHIP (SGS) REQUEST FORM**

**(for non-Student Groups)[[1]](#footnote-0)**

Please read the entire form carefully prior to completing, including the criteria guidance at the end of this form.

| **PROJECT TITLE** | Project Title: |
| --- | --- |
| Name of primary contact for this project request and email address.This person **must** be a current GSNZ member. | Contact name:Email address: |
| If the project is associated with another organisation, please provide their name and charity registration (CC) number, if applicable. | Organisation name:Website:CC number: |
| Other people associated with this project and their GSNZ membership status. Enter details for up to the first five additional people. |

| Name | GSNZ member: YES/NO |
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**REQUEST SUMMARY/ABSTRACT**

| **Please provide a brief (<150 word) summary of the project.** |
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**PROJECT OBJECTIVES AND OUTCOMES**

| **What is the primary objective of your project and anticipated outcomes?** **How will you know if the project has been a success / How will success be measured?**  |
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| **How does your project align with the Society's objectives[[2]](#footnote-1)?** |
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**WHO WILL BENEFIT?**

| **Does your project *primarily* support or provide benefit to students and/or geoeducation?** | **YES / NO** |
| --- | --- |

| **Please provide details of who will benefit from your project. If possible, include details of the expected number of GSNZ Members and the wider geoscience community that your project will reach and who they are, e.g. school or university students; early career geoscientists, potential new members...**  |
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**RECOGNITION OF THE GSNZ**

| **If successful, how will the GSNZ’s support for this project be recognised?** |
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**PROJECT DESCRIPTION AND TIMELINE**

| **Please provide an expanded (<1000 word), more detailed description of the project. Include a timeline for design and delivery of the project. Requests for over $10,000 should include a series of realistic milestones and measures of achievement.** |
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**PROJECT BUDGET**

| **Please provide a detailed budget for your project. If people are being paid, please include details of anticipated hours worked and hourly rate(s). Values must be in NZD. Note that any taxation requirements are the responsibility of the applicant.****Please indicate if amounts are GST: inclusive / exclusive. Insert additional rows as needed.** |
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| ITEM DESCRIPTION | PRICE | QUANTITY | TOTAL |
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| **TOTAL** |  |
| **Amount requested from GSNZ** |  |

| **Has anyone else been approached to provide funding for this project?** | **YES / NO** |
| --- | --- |
| **If yes, please advise who, how much has been secured already and/or how much has been requested and the date a response is expected. Include in-kind funding sources.****Please advise of any prior approaches that have already been declined.** |
| **If no, why not?** |
| **If the GSNZ does not provide the full amount requested, can the project be descoped accordingly? Will it still achieve the objectives?** |

**EXPECTATIONS AND REQUIREMENTS**

| **Do you acknowledge and accept the expectations below for any successful application?** | **YES / NO** |
| --- | --- |
| A report summarising the outcomes of the project will be submitted to the GSNZ Executive Committee upon completion of the project;Projects of a duration of more than 6 months should include provision for short quarterly updates on progress against their stated milestones/objectives, submitted to the GSNZ Executive Committee;The project leader(s) will submit a feature article on the project to the GSNZ Newsletter (Geoscientist Aotearoa), either during the project and/or upon completion;The funds (a portion or otherwise) will be returned in the event that the project cannot proceed or is not meeting its objectives;It is understood that the GSNZ is not an employer and if the funding requested involves payment for work then the person doing the work needs to be a self-employed contractor, and not an employee of the GSNZ;The project leaders are responsible for managing the project, including any health and safety and/or legal obligations and considerations for activities undertaken during the project.All reasonable endeavours will be taken to acknowledge the GSNZ for the funding;A decision on your application may take up to 3 months from the date of application submission. |

**SUBMITTING THE FORM**

Please submit your application form to the GSNZ Secretary; secretary@gsnz.org.nz.

Acknowledgement of receipt of your application will generally be given within 2 weeks, but any decision regarding your application may take up to 3 months from submission.

Direct any questions about the application process and criteria to the GSNZ President; president@gsnz.org.nz

**CRITERIA AND EVALUATION**

Applications are evaluated by the GSNZ Executive Committee.

The committee will consider two main types of project:

For projects that **primarily support students** (school, undergraduate, postgraduate), the total pool of funding available is $30,000 over each two year funding cycle. The amount of funding awarded for a single project will depend on the perceived benefits of the project, and the amount remaining in the pool. The maximum amount of funding for a single project is $30,000 but it is unlikely that a single project will be awarded this full amount. Once the funds are depleted, they will not be recharged until the next two-year funding cycle. The Executive Committee will, from time to time, provide updates on the amount of funding available, as grants are given out.

For projects that do **not primarily support students**, the amount of funding available for any one project will depend on the status of the Society’s operating account in any one year and other financial expectations. Single grants will typically not exceed $5000.

Funding will not be provided for activities or projects that are covered by other GSNZ awards and grants, such as those provided here: <https://gsnz.org.nz/awards-and-recognition/award-applications-and-nominations/>

The GSNZ Executive Committee reserves the right to accept or decline any application based on their review of the submitted application. Their decision is final and there is no decision appeal process.

Applications will be evaluated on their merit and according to the criteria below:

* The project leader must be a GSNZ Member. Applications with additional GSNZ Member co-applicants may be favoured over those with only non-Member co-applicants.
* The application form must be complete and the applicant agrees to the expectations and requirements on the previous page.
* The project objectives must align with the Society’s objectives. Projects that show stronger alignment will have a greater chance of success.
* Research projects, especially those that can be supported by other regular funding mechanisms, will typically not be considered.
* Projects must benefit members of the Society and/or geoeducation or public outreach in Aotearoa New Zealand (though applications with benefit beyond just Aotearoa New Zealand can be considered).
* The decision to award funding will depend on the perceived benefits and the amount of funding awarded will scale with those benefits. Projects that demonstrate long-term benefits or benefits to large numbers of people will generally be favoured over those that have short-term benefits or benefit fewer people.
* Projects that benefit disadvantaged people may be favoured over those that benefit people who are less in need of support.
* Projects that benefit tangata whenua may be given greater priority than those that do not have clear benefit to tangata whenua.
* Projects with a clear and realistic plan, set of objectives, and obvious benefits will be more strongly favoured, particularly where projects are requesting larger sums of money..
* Applications that clearly outline a range of ways that the GSNZ will be acknowledged will be more favoured.
1. Student groups should normally follow the Student Group Grant application process in the link below, unless the activity you are requesting support for exceeds the normal $500 limit for student group grants, in which case, the project should demonstrate long-term benefits and provide support to more than just the Student Group itself: https://gsnz.org.nz/assets/Uploads/Application/Student-Group-Grant-application-V2.pdf [↑](#footnote-ref-0)
2. https://gsnz.org.nz/about-us/objectives-rules-and-annual-reports/ [↑](#footnote-ref-1)