

# NZOA STUDENT CONGRESS ATTENDANCE GRANTS

## CRITERIA

1. **AGE** – Applicant must be 25 years or under on the last day of Congress.
2. **TUITION** – Applicant must be receiving regular tuition from a recognised organ teacher.
3. **EMPLOYMENT** – Applicant must not be in full-time employment.
4. **MEMBERSHIP** – Applicant must be a student or full member of (a) a regional association of The New Zealand Organ Association Inc. (hereafter referred to as NZOA) or (b) a personal member of NZOA.
5. **ELIGIBLE COSTS** – NZOA will make grants to cover eligible costs of a Student's attendance at a Congress held in New Zealand, subject to sufficient funds being available for this purpose, including travel costs where Congress is held other than in the centre where the student lives. Eligible costs are:
  - the full Student Congress Registration Fee (excluding any late payment penalty)
  - if travel of more than 300 kms is required, a return off-peak economy fare on the cheapest available airline booked at least one month in advance (including bag and travel insurance)
  - if travel of less than 300 kms is required, either a return economy bus fare booked at least one month in advance for off-peak travel, or a grant to cover petrol costs
  - only if required and if billeted accommodation is not available, room-only costs in economy accommodation (up to a maximum of \$300, or higher limit by agreement if required)
  - if travel is required, an incidental expense allowance of \$100.

If NZOA does not have sufficient funds available, a grant may be offered to fund part of the eligible costs, after consultation with the applicant.

6. **PARTICIPATION** – Students receiving a Congress Grant will be expected to participate fully in the activities of the Congress.

## APPLICATION AND GRANT PROCESS

Students seeking a Congress Attendance Grant must send (by email or post) the attached application form to the Secretary (contact details above), requesting approval of their eligibility to receive a Grant.

This application **MUST** be received at least **6 weeks** before the start of Congress, and before incurring any costs which may be eligible for the grant. All funding decisions are at the sole discretion of the NZOA Council. Once the funding request has been received, reviewed and approved, a grant will be made of 90% of the estimated eligible costs. The balance of actual eligible costs will be paid in the week after Congress upon production of copies of actual expenditure invoices (excluding the \$100 incidental expenses allowance).



**NZOA**  
**STUDENT CONGRESS ATTENDANCE GRANT**  
**APPLICATION FORM**  
 Return by 20 April 2018

***Applicant's details***

Name..... Date of birth.....  
 Street Address.....  
 ..... Postcode.....  
 Phone(s)..... Email.....  
 Bank account [ \_ \_ ] [ \_ \_ \_ \_ ] [ \_ \_ \_ \_ \_ \_ ] [ \_ \_ ]

***Organ Teacher's details***

Name..... Qualifications.....  
 Phone ( )..... Email:

***Estimated Congress Attendance Expenses***

Student registration fee	\$
Airfare / Coach / Petrol (please attach supporting documentation or calculation)	\$
Accommodation allowance (if no billeted accommodation is offered or available)	\$
Incidental travel expenses	\$
Total of eligible expenses	\$ _____
<b>LESS</b> grants/sponsorship available to you for this purpose from elsewhere.	\$

**AMOUNT APPLIED FOR** \$ \_\_\_\_\_

*NB: the amount granted will be subject to confirmation of eligibility & availability of funds.*

***Declaration by Applicant***

*I declare that I am either a member of the following regional association of NZOA:  
 ..... or a Personal Member of NZOA (please delete one),  
 I will attend and actively participate in Congress, and if I am unable to attend Congress will promptly refund to NZOA all grant funding received by me from NZOA.*

***Signature:***

Applicant's signature..... Date.....

***Options:***

I intend to take part in the Performance Awards [ ] and / or Masterclass [ ]  
**NOTE: There are separate application forms for these activities, if they are available.**  
**Download them from [www.nzoa.org](http://www.nzoa.org) or email [secretary@nzoa.org](mailto:secretary@nzoa.org)**