

PGSA EVENT SPONSORSHIP

The PGSA has limited funds available to support events proposed and run by PGSA members. These grants are intended to support the community ethos and social wellbeing of postgraduate students, empowering organisers to foster communication and team spirit among their peers.

PURPOSE

The purpose of this Policy is to:

- Provide information about how applicants may seek PGSA sponsorship for their events and what is available to them.
- Clarify what is in and out of the scope of the Policy.
- Outline the decision-making principles for sponsorship requests.

SCOPE

In scope: investment of funding, resources, and/or the use of PGSA's brand to sponsor/endorse events led by postgraduate students, including but not limited to: writing bootcamps, group outings, or other peer bonding activities.

Out of scope: Any events that do not incorporate an explicit social aspect, e.g. conferences, award programmes, publications, and seminars.

Grants may be awarded for recurring events, in which case applications should include a specific timeframe.

CRITERIA

Applications will be considered under the following criteria:

- Benefit to postgraduate communities
- Inclusivity
- Value for money
- Accordance with the PGSA's core aims

VALUE

The PGSA Event Grant covers up to \$500 of funding, which may be used to cover event-related costs such as food, beverages (non-alcoholic only) and venue hire.

ELIGIBILITY

Applicants must be:

1. A current postgraduate student enrolled at Victoria University of Wellington.
2. A member of the PGSA.
3. Organising an event open to postgraduate students only.
4. Able to provide an itemised list of their expected expenses.

SPONSORSHIP AVAILABLE

The PGSA will cover the costs of the applicant's planned event up to the funded amount. These costs may include but are not limited to, food, beverages, and venue hire. Alcoholic beverages will not be covered by PGSA sponsorship. The agreed-upon expenses will be reimbursed by the PGSA after the event has concluded.

In keeping with the aims of the PGSA to provide representation to all postgraduate students, the PGSA will make every effort to distribute sponsorships proportionately between applicants across faculties. The PGSA reserves the right to make the final decision on sponsorship approval and any issue arising thereof.

HOW TO APPLY

Applicants should apply via email to pgsa@vuw.ac.nz. The application should include a summary of the proposed event, including the intended number of attendees and the scheduled date and time, the nature of the event and whether alcohol will be served ([Application Form](#)). The application must include an itemised list of the expected costs for the event as well as any other pertinent details.

CLOSING DATES FOR APPLICATIONS

Applications are open year-round.

DECISION-MAKERS

The PGSA Executive will select successful applicants. If the PGSA Executive requires additional information or clarification the PGSA executive will contact the applicant via e-mail.

DECISION PROCESS

1. The applications will be collectively reviewed at the PGSA's monthly executive meetings.
2. The application should be received **by the 21st of the month**, in order to be discussed at the executive meeting of the following month.
3. The decision regarding grant funding outcomes will be made by consensus of the PGSA executive, or if consensus cannot be reached, by majority vote.

HOW DO APPLICANTS LEARN OF THE DECISION?

The PGSA's executive assistant will notify applicants of the decision as soon as a decision has been made and will inform the successful applicant of the process.

CONTACT THE PGSA

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Level 2

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Website: <http://www.vuwpgsa.ac.nz>

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