

APPLICANT GUIDELINES



Canterbury Mathematical Association Inc

<http://www.canterburymaths.org>

P O Box 31 014, Christchurch 8444, New Zealand

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1. How to apply for a CMA grant.

Please note – retrospective applications will not be considered.

- a) Identify your objective/purpose for the project you want to apply for.
- b) Check it meets the CMA objectives(s).
- c) Make sure that your school/employer has approved the project if appropriate.
- d) Complete the **APPLICATION FORM**.
- e) Email application form to cmasecretary@gmail.com
NOTE: CMA must receive a signed application form before making a final decision: either sign the forms, then scan and email them, or email forms and post signed versions to CMA.
- f) Applicants may be required to make a presentation to the CMA FSC (Finance Sub-Committee) to present their case.
- g) Only applications received more than 2 weeks in advance of a CMA Executive meeting will be considered at that meeting. Any applications after this will be considered at the next CMA meeting.
- h) CMA Executive meeting dates are usually the third Wednesday of any month (bar January and December).

2. What needs to be included with an application.

- Signed and completed application form
- Competitive quotes if appropriate to the application (no more than 30 days old).
- Signed permission statement from school principal, or employer if appropriate.
- Any further details deemed relevant to the application.

CMA objects

The objects of The Association shall be:

- a) To foster and support teachers, in Canterbury in particular, teachers and students in their interest in mathematics.
- b) To speak and act on matters related to mathematics education and the teaching of mathematics.
- c) To encourage the study of mathematics and research into mathematics education.
- d) To encourage communication between other mathematics groups and individuals, and to foster the formation of other mathematical groups as the need is identified.
- e) To organise meetings on mathematics education and promote improvement in the teaching of mathematics.
- f) To keep members informed through our website.
- g) To be a member of, and actively support the New Zealand Association of Mathematics Teachers Incorporated.
- h) To raise funds for the promotion of any of the objects of the Association and/or the maintenance of any assets of The Association.
- i) To pursue such other activities as might support the aforementioned objects of The Association.
- j) To foster and support Canterbury mathematics competitions.

3. Accountability (if your application is successful).

- Payment will only be made up presentation of invoice(s) or receipt(s) for reimbursement.
- If all funds provided are not spent, the remaining money must be returned to CMA.
- If documentation cannot be provided, please contact the CMA Secretary immediately. It is unlikely that funding will be continued unless there are exceptional circumstances.
- If the circumstances change after the successful application please contact the CMA Secretary immediately.
- If funding is received from another source for the same purpose then this should be declared to the CMA and the resultant excess should be returned to CMA.
- All receipts and invoices need to be dated after the application has been approved. Applications are not funded retrospectively.
- Please note that all invoices for the current financial year need to be returned to the treasurer for payment before the 14th of December of that year.

4. FAQs – frequently asked questions.

- How often does the CMA Executive have a meeting?
 - ~ Monthly, excluding December and January.
- What if the application is denied?
 - ~ There may be no specific reason for your application to be declined, therefore you may reapply. Please note that there is a limited amount of money available per year.
 - ~ CMA FSC will not return applications to applicants. CMA FSC will endeavour to provide a reason where possible.
 - ~ If necessary, CMA FSC may request further information before making a decision on an application.
- Can I change the purpose/objective or project after a successful application?
 - ~ No. There are some situations where the costings may change (eg accommodation, flights etc) due to a change in circumstances but the purpose/objective of the project must remain the same. Please ensure you notify CMA FSC with the changes.
- What is the maximum amount per grant/application?
 - ~ This is set at a maximum of \$2500 per application. If more is needed another application must be made.

5. Contact details:

Please email completed application form to cmasecretary@gmail.com

A signed copy of the application form must be received. Please email this to:
cmasecretary@gmail.com (digital signature)

or post it to:

Funding application
CMA
PO Box 31014
CHRISTCHURCH 8444

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