

## MUSA ADVOCACY FOOD GRANT APPLICATION



Current Massey University Manawatū Internal Students are able to apply for a food grant for essential items during times of financial hardship. The food grant is assessed on individual circumstances and cannot exceed the value of \$50 NZD. Going through the food grant application process does not guarantee a food parcel, and the food grant cannot be used for alcohol or cigarettes. Successful applications will be processed through Countdown's Click and Collect service by the MUSA Advocacy Coordinator.

### ELIGIBILITY

- Provide an academic record to evidence current status as a Massey Manawatū Internal student (this can be found on the Massey Portal under results and exams).
- Up to two food grants per academic year.
- Financial hardship evidenced by providing the most recent one month bank transactions on all bank accounts.
- Complete all sections of the application form including the attached budget form and selection list.

### APPLICATION PROCESS

- Contact the MUSA Advocacy Coordinator to discuss your circumstances and application [advocacy@musa.org.nz](mailto:advocacy@musa.org.nz)
- Complete the application form, including bank transactions, academic record and completed selection list.
- Your application will be considered by the advocacy service and you will receive a letter or email detailing your application outcome.
- If the application is successful, the Advocacy Coordinator will contact you to confirm the items selected and complete the order through Countdown's Click and Collect service.
- The food grant will be available to collect from the nominated store on the same day if processed before 2pm, or the following day.

**Please email your completed application form to [advocacy@musa.org.nz](mailto:advocacy@musa.org.nz) or deliver it to room 2.22B, Level 2 Student Services Building, Massey University, Palmerston North.**

**If you do not receive a response within one business day, please contact the MUSA Distance Advocate [distance.advocacy@musa.org.nz](mailto:distance.advocacy@musa.org.nz) or MUSA General Manager [manager@musa.org.nz](mailto:manager@musa.org.nz) Should both staff members be unavailable during business days, please contact the MUSA President [president@musa.org.nz](mailto:president@musa.org.nz)**

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NAME

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ADDRESS

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CONTACT DETAILS

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GENDER



**DECLARATION**

- I declare the information contained within this application to be true and correct to the best of my knowledge. No information that could have material bearing on my application has been withheld. I understand that if it comes to the attention of the Advocate that information given is not correct or has been omitted, their decision may be reversed and I will be liable for the amount I received and the costs of collection.
- Pursuant to Principle 11(d) of the Privacy Act 1993, I agree to the disclosure and the use of the information on this application (and supporting information) by the Advocate or any agency holding that information for the purpose of establishing my eligibility for this grant.

**STUDENT'S SIGNATURE**

**DATE**

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**COMMITTEE DECISION**

**Application has been**

Approved

Declined

Applicants have the right to request a review of their application. This must be sent in writing to the MUSA General Manager [manager@musa.org.nz](mailto:manager@musa.org.nz) within **two (2) weeks** of the application outcome.

**AUTHORISED SIGNATURE**

**DATE**

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*Please contact your advocate if you would like further support [advocacy@musa.org.nz](mailto:advocacy@musa.org.nz)*

**MASSEY UNIVERSITY STUDENTS' ASSOCIATION FOOD GRANT WEEKLY BUDGET**

INCOME SOURCES	DOLLAR AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL INCOME</b>	
EXPENDITURE	DOLLAR AMOUNT
Rent/Mortgage/Board	\$
Food	\$
Power/Gas	\$
Phone	\$
Internet	\$
Transport	\$
Personal items	\$
Entertainment	\$
Debt repayment	\$
Hire/rental items	\$
Other	\$
	\$
	\$
<b>TOTAL EXPENDITURE</b>	
<b>TOTAL INCOME - TOTAL EXPENDITURE</b>	

**MASSEY UNIVERSITY STUDENTS' ASSOCIATION FOOD GRANT SELECTION LIST**

Please list the items and quantity you wish to apply for through the food grant.

FOOD ITEM	QUANTITY
<b>FRUIT AND VEGETABLES (EG CARROTS, APPLES, BANANAS)</b>	
<b>TINNED GOODS (EG SPAGHETTI, LENTILS, PEACHES, TUNA)</b>	
<b>DAIRY PRODUCTS (EG MILK, CHEESE, YOGHURT)</b>	
<b>MEAT (EG MINCE, SAUSAGES)</b>	
<b>CARBOHYDRATES (EG RICE, BREAD, PASTA, CEREAL)</b>	

LIST CONTINUES ►

<b>OTHER (EG EGGS, PEANUT BUTTER, SOY MILK, OIL)</b>	
<b>CLEANING PRODUCTS AND TOILETRIES (EG BODY WASH, DISHWASHING LIQUID, SHAMPOO)</b>	

*Talk to your Advocate if you require menstrual products, as we have a range of free and low-cost options available.  
[advocacy@musa.org.nz](mailto:advocacy@musa.org.nz)*