

Subsidy Regulations

Student Union University of Twente

1. More Than A Degree Initiative funds

This fund is made available by the Student Union, Grolsch, and Vrumona, and contributes to initiatives organized for and by associations and students.

1.1 Forms of financial support

- Subsidy
 - Union recognized associations (limit of 500 euros for original event, limit of 350 for repeating event)
 - Individual students (limit of 3000 euros)
- Loan (no amount limit)
- Guarantee (no amount limit)

1.2 Initiative criteria

Each initiative

- is for and by students;
- is contributed to by the association itself;
- takes place in the future;
- is widely accessible by the student community of the University of Twente;
- is aimed at students, preferably UT students;
- does not involve recruitment activities.

When a subsidy grant above 500 euros is requested, the subsidy request must come from an individual student. This does not alter the fact that the initiative is organised by a Union recognized association. For a request from an individual student additional criterion must be met.

- the initiative is innovative
- the initiative is a one-off



1.3 Requirements regarding financial support

1.3.1 Subsidy

- The budget is transparent.
- During the event the sponsors, Student Union and Grolsch or Vrumona, must be visually promoted.
- No promotion of competitors of sponsors is allowed;
- Initially each subsidy counts as a guarantee. On the basis of the realisation a decision is made to convert it into a subsidy. If profit is made the subsidy is retroactively reduced by that much.

1.3.2 Loan or guarantee

- The budget is transparent



2. More Than A Degree Service Funds

This fund is made available by the Student Union, and contributes to the professionalization, safety, and other objectives that the Student Union aims to achieve for Union participants. The various forms of financial subsidization for services and associated criteria are described below.

2.1 Translations

The service funds can be used to subsidize translation expenses for associations. These translations must pertain to information related to the association.

Form:

Subsidy: The maximum contribution is 350 euros per year, per Union participant.

2.2 Statutes

The service funds can be used to subsidize the notary costs that Union participants expend during the formation or alteration of statutes.

Form:

Subsidy: The maximum contribution is 500 euros per three years, per Union participant.

2.3 University Emergency Response Teams (BHV)

The service funds can be used to subsidize the costs of a student following an emergency response program, be it for the first time or as a refresher.

Requirements for receiving this subsidy:

- The subsidy is only available for Union participants.
- The association can verify that they are not able to acquire sufficient individuals with emergency response qualifications, even with regularly available emergency response training opportunities provided by the Events Office.
- The association can indicate for which event(s) emergency response teams are required.
- The association can indicate why previously trained individuals cannot be employed or follow a refresher program.

Structure:

Subsidy: At most two requests per Union participant per year will be fulfilled.

2.4 Personnel Support

The service funds can be used to subsidize costs made by Union participants through:

- Financial services, such as financial advisors.
- Legal services, such as debt collectors/agencies or lawyers.

Structure:


Subsidy: The maximum contribution is 500 euros per three years, per Union participant.

3. More Than A Degree Top Level Sports Funds

This fund has the goal of providing high level athletes a unique experience abroad by supporting them financially.

The high-level sports fund has a budget of 2000 euros, while funds last. An amount of up to 150 euros can be claimed per student, up to 400 euros per team. Applications can be submitted to the Student Union. These applications will be accepted or rejected in consultation with the Sportcentrum. When accepted, students can declare part of their costs to the Student Union, with proof. In return, the athlete will provide the Student Union with a short blog and footage about participation in the event.

Students can apply if:

- They take part in an event abroad.
 - The event is a (student) World Championship, (student) European Championship, EUG, or is recognised by SSN Internationaal and/or SSN Topsport.
 - They incur costs that would otherwise be for their own, with proof.
 - They don't receive sponsorship amounts above 200 euros.
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4. Request and administration process of the More Than A Degree Initiative funds

Article 1 Request process for financial support

- 1.1 Applications can only be submitted using the form on the Student Union website.
- 1.2 When answering the questions in the form, the applicant provides all relevant information needed to properly present the activity or necessary financial support. Additional relevant documents that may aid in decision making can be attached to the form.

Article 2 Administration process

- 2.1 The Student Union board will assess the application during a board meeting within one month following the submission. The Student Union can request more information from the applicant if necessary.
- 2.2 The board will digitally notify the applicant of a conditional grant or rejection of an application within a week.
- 2.3 The Student Union board decides the subsidy.
- 2.4 The board makes use of the following guidelines:
 - Subsidy share not exceeding 30% of the budget
 - Contribution per UT participant (maximum of 5 euros)

Article 3 Provision, accountability and settlement

- 3.1 Within three months of the subsidized service taking place, the association is required to provide the following documentation:
 - a. A financial report, containing a clear cost-benefit overview, with explanation that can be reasonably expected from the organisation.
 - b. A report of the communication of promotion of the Student Union and their partners Grolsch and Vrumona.
 - c. An invoice that has been set up following the “invoice checklist for subsidy grants” regarding the received subsidy amount. The subsidy will only be granted definitively insofar a subsidy deficit actually occurs. The subsidy initially applies as a guarantee and is only paid when the relevant costs have been exceeded.
- 3.2 The association is responsible for the timely delivery of these documents, and if needed a request for postponement of delivery of this information to the Student Union.
- 3.3 When no supporting documents regarding the activity, or digital contact about postponement of delivering the supporting documents, has been submitted within three months, the subsidy will be withdrawn.

5. Request and administration process of the More Than A Degree Service funds

Article 1 Request process for financial support

- 1.1 Applications can only be submitted using the form on the Student Union website.
- 1.2 When answering the questions in the form, the applicant provides all relevant information needed to properly present the activity or necessary financial support. Additional relevant documents that may aid in decision making can be attached to the form.

Article 2 Administration process

- 2.1 The Student Union board will assess the application during a board meeting within one month following the submission. The Student Union can request more information from the applicant if necessary.
- 2.2 The board will digitally notify the applicant of a conditional grant or rejection of an application within a week.
- 2.3 The Student Union board decides the subsidy.

Article 3 Provision and accountability

- 3.1 Within three months of the subsidized service taking place, the association is required to provide the following documentation:
 - a. an invoice addressed to the association for the services performed in relation to the subsidy request, with a clear cost overview and explanation that can be reasonably expected from the organisation.
 - b. an invoice that has been set up following the “invoice checklist for subsidy grants” regarding the received subsidy amount.
- 3.2 The association is responsible for the timely delivery of these documents, and if needed a request for postponement of delivery of this information to the Student Union.

Final clauses

These regulations can be cited as “Subsidy Regulations Student Union University of Twente.” These regulations were reviewed and approved on June 21, 2018.