

Regulations Sustainability Fund

1. Subsidy

For every request, there is a maximum contribution of 300 euro.

Category	Subsidy
Clothing:	
T-shirt / Polo	€4 per article
Sweater / Hoodie	€6 per article
Promotional Material:	Max. €300
Catering alternatives:	
Metal and/or ceramic cutlery and plates	30% of purchase price
Wood-based cutlery and plates	15% of purchase price
Food	20% of purchase price

2. Criteria

For any request, the following applies:

- Organisation must be a Union participant;
- The purchase takes place in the future when requesting the subsidy;
- Only the board of an organisation can request the subsidy;
- An organisation can only receive a subsidy two times a year;
- The budget is transparent and must be shared with the Student Union;
- The need for the requested subsidy must be clear;
- Every subsidy counts in principle as a subsidy guarantee. On the basis of the realisation of the budget and the other deliverables requested per category, it will be decided whether this will be converted into a subsidy.

3. Requirements for each form of financial support

Applications are divided into three categories. Each category has its own requirements.

3.1 Clothing

- Selected clothing choices must comply with [Global Organic Textile Standard](#);
- Selected clothing should be [Fair Trade and/or Fair Ware Certified](#);
- The purchased clothing cannot be used as committee merch.

- The Student Union will subsidise a maximum amount per item:

	Subsidy
T-shirt	€4
Polo	€4
Sweater	€6
Hoodie	€6

Examples of websites for purchasing sustainable clothing:

- <https://www.stanleystella.com>
- <https://www.shirtsenzo.nl>
- <https://www.drukwerkdeal.nl>
- <https://www.greengiving.nl>
- <https://dezeefdrukfabriek.nl>

3.2 Promotional Materials

A subsidy for promotional material can only be requested when it can be demonstrated that there is a need for it, since online promotion is preferred in any situation. Therefore, please add the following information to the request:

- What kind of promotion it will be used for;
- The added value to the promotion;
- Whether the products are used for internal or external promotion. The promotion needs to be for external purposes to be eligible for the subsidy.

3.2.1 Paper materials

- Paper materials should have the [EU Ecolabel certification](#);
- Paper materials should have the [FSC certification](#);
- The number of paper materials ordered should be substantiated;
- Flyers are not subsidised

3.2.2 Banners

- Banners cannot contain a date or a single-use theme, the products have to be reusable.

3.3 Catering alternatives

3.3.1 Metal and/or ceramic cutlery and plates

To stimulate the use of multiple-use products, a subsidy is given out by compensating 30% of the purchase price, if:

- The cutlery and plates bought are at least second-hand;

- The plan is to use the cutlery and plates for at least 5 years.

Examples of locations for second-hand products:

- *Het Goed, Boddenkampsingel 2*
- *Kringloop, Emmastraat 190*
- *Kringloop, Minkmaatstraat 126*
- *De Wonne, Noorderhagen 25*

3.3.2 Wood-based cutlery and plates

A subsidy is given out by compensating 15% of the purchase price, if:

- The cutlery and plates bought have the [FSC certificate](#);
- The cutlery and plates bought are biodegradable.

3.3.3 Food

To stimulate the consumption of sustainable products, a subsidy is given out by compensating 20% of the purchase price, if:

- The food served at the event is solely vegetarian;
- Measures have been taken to avoid a surplus of food;
 - For example: registering participants beforehand
- A plan is made what to do with surplus food.
 - For example:
 - Participants bringing their own Tupperware for leftovers
 - Collaborate with Too Good to Go
 - Bring leftovers to a food bank

Examples of locations for food banks:

- *Voedselbank Enschede, Hengelosestraat 108, 7514 AK Enschede*
- *Voedselbank Midden-Twente, Beitelstraat 3, 7556 ND Hengelo*

* Independent of any category, communications e.g. social media post where the Student Union Sustainability Fund is promoted in a photo of your event/initiative would be appreciated. This way others will be stimulated to also make sustainable choices with the use of this fund.

4. Method of application and processing Sustainability Fund

1. Method of applying for financial support

- 1.1. Applications can only be submitted using the form on the Student Union website.
- 1.2. By answering the questions on the form, the applicant provides all the relevant information needed to get a good idea of the financial support required. The form can be used to submit additional documents that are relevant to the decision-making-process.

2. Method of treatment

- 2.1. The Student Union Board will review applications at a board meeting within one month after submission. The Student Union may request more information from the applicant for this assessment.
- 2.2. The board notifies the conditional award or rejection of an application digitally, no later than one week after the decision.
- 2.3. The Board of the Student Union decides on grant awards.

3. Provision, accountability and handling

- 3.1. Within six months of completion of the subsidised event, the organisation must provide the following supporting documents:
 - a) A realisation of the budget, containing a clear overview of costs and benefits with explanations;
 - b) An invoice that has been drawn up according to the '[Invoice Requirements](#)' for the amount awarded. A subsidy is only definitively awarded to the extent that an eligible shortfall actually occurs. The subsidy will initially be regarded as a guarantee and will only be paid out if these items are exceeded.

