



Regulations
Funds for
Alternative Locations

January 2020

English Translation of the Dutch binding document "Reglement Fonds voor Alternatieve Locaties".

Article 1. Definitions

- 1.1 Academic weeks: The entire year, except the summer holidays, that roughly lasts for eight weeks, and the christmas break, that lasts for two weeks, according to the year circle of the UT.
- 1.2 General Assembly (GA): The general assembly of Apollo.
- 1.3 Apollo: Cultural umbrella of the University of Twente and administrator of the Fund.
- 1.4 Board: The board of Apollo, as chosen by the GA.
- 1.5 Financial Year: The Book year of the SFC is from 1 January until and including 31 December.
- 1.6 Cultural association: A cultural association, foundation or Apollo itself.
- 1.7 Fund Alternative Locations (FAL): Fund from which support can be granted for rehearsals at an alternative location.
- 1.8 Financing Guarantee: Support that is granted before a cultural activity, but where the final value is determined after the total amount of financial shortage is known.
- 1.9 Huissponsorcontract: The contract a cultural association has with Vrijhof Culture & Events.
- 1.10 Repetition Times and Programming Meeting (RTPM): The meeting during which is decided when which cultural association has the right to use the rooms in the Vrijhof.
- 1.11 Student Union (SU): The board of the “Stichting Student Union Universiteit Twente”.
- 1.12 University of Twente (UT): The university established on the campus in Enschede.

Article 2. Goal

- 2.1 The goal of FAL is to provide support to associations in the costs of alternative rehearsal space, in case there are no suitable rooms available within the Vrijhof.
- 2.2 The rehearsals that are included within these regulations are the rehearsals that comply with the “huissponsorcontract” as well as the RTPM.

Article 3. Maintenance and means

- 3.1 Apollo maintains the FAL.
- 3.2 The FAL will be replenished with a surplus of the SFC.
- 3.3 The maximum amount within the FAL is set to €7.000,-
- 3.4 Yearly, depending on the size of surplus, the FAL will be replenished until the maximum amount.
 - 3.4.1 In case other investments from the surplus of SFC have priority over FAL, it will not be replenished or with a smaller amount.
 - 3.4.2 The board decides about the destination of the surplus SFC.
- 3.5 The board grants the support from the SFC and pays it out.
- 3.6 Support is granted in the form of a guarantee subsidy.

Article 4. Check of the administration

- 4.1 The administration of the FAL will be checked at the end of each financial year by the financial auditing committee of Apollo.
- 4.2 The Apollo board must present a financial report of the FAL to the GA at most 6 months after the ending of a Financial year.
 - 4.2.1 This financial report is for information to the GA.

Article 5. Criteria support

- 5.1 From the FAL alternative locations are reimbursed to a certain degree, as defined in Article 7, when they cannot take place within the Vrijhof.
 - 5.1.1 This applies only to rehearsals that comply with the “huissponsorcontract” as well as the RTPM. For which there are no suitable alternative locations in the Vrijhof
 - 5.1.2 Extra rehearsals, be it incidental or structural, cannot receive support from the FAL.
- 5.2 Alternative locations can be reimbursed until the maximum amount of the fund is reached.

Article 6. Maximum support and conditions

- 6.1 The standard alternative location is the Atrium in the Bastille.
- 6.2 A different alternative location may be used. However, when the Atrium is available, the maximum support will be equal to the costs of the Atrium.
- 6.3 In all other cases the board will determine whether the requested support is reasonable.

Article 7. Requesting procedure

- 7.1 A request for financial support needs to be in the possession of the board at least six academic weeks before the rehearsal.
Be aware that if the initial request is denied, the result of an eventual notice of objection can be known after the rehearsal. Make sure to request the financial support timely.
- 7.2 A request needs to be handed in via the standard form, which is available at the board and on the website, and needs to contain all information necessary to make a decision on the request. The request contains an explanation for the reason an alternative location is needed as well as the choice for the alternative location.
- 7.3 All requests need to be made in English.

Article 8. Request handling

- 8.1 The request will be discussed and decided upon at the next board meeting.
- 8.2 The board will inform the applicant within two weeks after the decision upon the request by ways of a written notice, such that there is at most 3 weeks between the application and the response to the application.

Article 9. Payment of the financial support.

- 9.1 A request of payment needs to be in the possession of the board within two months after the rehearsal. In case this falls in the summer holidays or the Christmas break, the applicant has until the second week after the respective holiday period to hand in the payment request.
- 9.2 Payment as a result of a guarantee subsidy happens after the payment request form has been approved by the board, which shows for which part the guarantee subsidy is required.
 - 9.2.1 The final amount of money is determined according to Article 8.
 - 9.2.2 In case the term of two months is too short to hand in a payment request, postponement can be requested by sending a written request to the board before the term has passed.
 - 9.2.3 In case the board did not receive a payment request or request for postponement, the subsidy request will expire. The board will inform the applicant of the expiration.
- 9.3 The payment request needs to be complemented with a letter which explains the costs that were made.
- 9.4 The payment of the financial subsidy happens within two academic weeks after the payment request has been approved.

Article 10. Check and sanctions

- 10.1 The applicant needs to be able to show pieces of the administration at the request of the board that justify the payment.
- 10.2 When irregularities are found in the result, the board can decide not to provide the subsidy, reclaim already paid support, as well as exclude the applicant for requests in the future for a to be determined time period.

Article 11. Objections and appeal

- 11.1 The applicant can make an appeal by writing out the appeal and handing it in at the board within ten workdays after the result of the request is known.
- 11.2 When one is receiving a sanction, as described in article 10.2, one can hand in a written objection at the board within ten workdays after the sanction is known.
- 11.3 Objections will be discussed as written in article 8.
- 11.4 In case the objection is denied the applicant may make an appeal at the upcoming GA.
- 11.5 The decision of the GA concerning the appeal is binding.
- 11.6 Making an objection or appeal does not provide postponement according to other articles in these regulations.
- 11.7 Objections and appeals need to be written in English.

Article 12. Changing the regulations

- 12.1 These regulations can only be changed by the GA.
- 12.2 The proposal to change the regulations need to be known at least six workdays before the GA by all the members of Apollo.
- 12.3 The changed regulations will be in effect from the moment they are approved.
- 12.4 All active cases will be handled according to the regulations that were active at the moment of applying.

Article 13. Final clauses

- 13.1 In all cases where these regulations are not conclusive the board will have final say. The board will inform the members of these cases at the next GA.
- 13.2 These regulations can be referred to as the FAL regulations.
- 13.3 These regulations will be in effect from 29 January 2020.