



Translation of the Regulations
Subsidy Fund for Culture

April 2020

Article 1. Definitions

- 1.1 Academic weeks: Throughout the whole year, except for the summer and Christmas holidays as set by the academic calendar of the University of Twente, which take about eight weeks.
- 1.2 General Meeting (GM): The general meeting of Apollo.
- 1.3 The board: The cultural umbrella association of the University of Twente and keeper of the fund.
- 1.4 Financial year: The SFC has its financial year from 1st January to 31st December.
- 1.5 Board: The board of Apollo, as chosen by the GM.
- 1.6 Culture & Events (C&E): Department responsible for the Cultural Sector within the University of Twente
- 1.7 Cultural Association: A cultural association, foundation or Apollo itself.
- 1.8 Financial and Economic Affairs (Finance): The financial department of the UT that does the operations for the cultural sector of the UT.
- 1.9 Financing Guarantee: A subsidy that is granted before a cultural activity, but with which the actual paid out sum will be determined by the final loss.
- 1.10 Loan: A financial support that will be paid back after an agreed upon period of time.
- 1.11 Student: A student that is associated with an educational establishment in Enschede, in possession of a UnionCard.
- 1.12 Student Union (SU): The board of the 'Stichting Student Union Universiteit Twente'.
- 1.13 Subsidy: A financial support that is granted and paid out before a cultural activity, irrespective of the final result.
- 1.14 Subsidy Advisory Committee (SAC): A committee, as described in article 5.1, that gives advice to the board about granting financial support to cultural associations and cultural activities on campus.
- 1.15 Subsidy Fund for Culture (SFC): The fund from which financial support is provided for cultural events and activities.
- 1.16 University of Twente (UT): The university established on the campus in Enschede.

Article 2. Objective

- 2.1 The Subsidy Fund for Culture has the objective of enabling and stimulating cultural activities and events in the widest sense of the word, organized by and/or for students and cultural associations.

Article 3. Forms of support

- 3.1 Financing Guarantee.
- 3.2 Loan.
- 3.3 Subsidy.

Article 4. Management and means

- 4.1 Apollo manages the SFC.
- 4.2 The Student Union deposits a yearly apportioned sums into the SFC account.
- 4.3 The board grants the financial supports from the SFC and pays out these sums.
- 4.4 The board is required to get advice from the SAC before granting and paying out financing guarantees, subsidies and loans.

Article 5. Inspection and management

- 5.1 The SAC consists of at least one member of Finance, one member of C&E and one member of Apollo, but preferably five members. The fourth member is an employee of the SU. The fifth member will be chosen by Apollo, in deliberation with the SAC.
- 5.2 The SAC meets at least once every four or five academic weeks.
- 5.3 At every SAC meeting the board needs to provide an overview of the open subsidies and the distribution of the SFC of that financial year.
- 5.4 The SAC informs the GM about the given advices surrounding grants, rejections and payments.
- 5.5 The bookkeeping of the SFC will be checked by the auditing committee of Apollo at the end of the financial year.
- 5.6 At least 3 months and at most 6 months after the end of the financial year the board needs to present a financial year result of the SFC to respectively:
 - 5.6.1 The SAC, for information;
 - 5.6.2 The GA, for approval;
 - 5.6.3 The Student Union, for approval.

Article 6. Subsidizable activities

- 6.1 The SFC supports cultural activities and events that are organized by and/or for cultural associations or students.
- 6.2 Activities to promote the cultural discipline that are in line with the nature of the association can be supported to a certain extent as described in article 10.3.
- 6.3 When there is a shortage of funds in the SFC, activities will be supported in the order as named below:
 - 6.3.1 First the SFC supports cultural events organized by cultural associations for students
 - 6.3.2 Secondly the SFC supports cultural events organized by and/or for students.
 - 6.3.3 Thirdly the SFC supports initiatives of cultural associations as described in article 6.2.

Article 7. Criteria for a financing guarantee

- 7.1 Subsidizable events need to be accessible for at least students, with the exceptions of activities as described in article 6.2.
- 7.2 During subsidizable events UnionCard users need to be able to get a discount.
There is an exception for freely accessible events where the advantage of UnionCard users isn't financially in proportion with the subsidy.
- 7.3 Support can only be used for the costs of the event, like renting a location, material, transportation of the materials or professional support. Personal costs of the participants, such as the stay, food and the transportation of persons isn't included.
 - 7.3.1 The rent of external locations for internal activities, as described in article 6.2, can only be paid for if there are grounded reasons for the use of such a location, instead of a room in the Vrijhof.
- 7.4 The costs of the event need to be estimated reasonably.
- 7.5 The support of events and/or activities needs to be applied for individually.
- 7.6 Apollo and the Student Union need to be mentioned in the promotion of the events.

Article 8. Criteria for loans

8.1 A loan can only be given if by organizing a cultural activity the legal body, that is concerned with organizing that activity, will get in financial distress if they don't get a loan.

8.1.1 The conditions of paying back the loan will be written down per case in an agreement.

8.2 A loan can only be given if the liquidity of the SFC allows it and the borrower can carry the load of the loan.

Article 9. Criteria for a subsidy

9.1 A subsidy can only be granted if the organizing organization can prove that the association or foundation will be in liquidity problems if the result of the event is not positive.

9.2 A written record will be made of the conditions for the subsidy for each case.

9.2.1 A request for a subsidy must meet at least the criteria for financing guarantees mentioned in article 7. Furthermore, all other stipulations of these regulations still hold.

Article 10. Maximal support and conditions.

10.1 A request for a financing guarantee, subsidy or loan can be €1500,- at most.

10.2 Occasionally, a deviation can be made from this amount, what will be decided upon by the board in consultation with the SAC.

10.3 A request for a financing guarantee as meant in article 6.2 can be at most €750,- per year per association.

Article 11. Application procedure

11.1 A request for every kind of financial aid must be in possession of the board at least six academic weeks before the event.

Watch out: if the initial request is denied, it can occur that the answer to a potential appeal is issued after the event happened. Ergo, apply for SFC on time.

11.2 An application must be done with a standard application form, as provided by the board, and must contain all information necessary to decide on the request. This includes at least a budget, an explanation of the budget and an action plan in an accompanying letter.

11.2.1 The action plan must show how the organization thinks they will achieve the goals as described in these regulations.

11.2.2 The application needs to describe how UnionCard users have an advantage on persons who don't own a UnionCard, with the exception on activities and events as described in article 7.2.

11.3 The criteria for a budget are elaborated upon in Appendix 1 of these regulations.

11.4 All applications need to be written in English.

Article 12. Method of handling

12.1 The request will be handled on the first SAC meeting.

12.2 The Sac gives advice to the board about the request.

12.3 The board evaluates the request, after hearing the advice of the SAC, in their first board meeting.

12.4 The board will give a written decision about the application at the latest two weeks after making the decision, so that there are at most eight weeks between the application and the announcement of the decision.

Article 13. Payment of the financial support

- 13.1 The payment of financial support will be done by the board within 2 academic weeks after the granting decision.
- 13.2 The payment because of granting a financing guarantee will only occur in the financial report of the event or activity is approved by the board, which will have to make clear what part of the financing guarantee is needed.
- 13.3 Payment because of granting a subsidy will only occur if the payment request form of the event or activity is approved by the board.
 - 13.3.1 The financial report needs to consist of a payment form, the financial result and a letter with evaluation of the event.
 - 13.3.2 The financial report needs to be in possession of the board at the latest 3 months after the event or activity. When this is during the summer or Christmas holidays, the financial report needs to be in possession of the board at the latest at the end of the second academic week of the UT schedule.
 - 13.3.3 The final sum will be determined as described in article 12.
 - 13.3.4 When the period of three months is too short for making the financial report, for valid reasons, a written application for delay should be made to the board for exceeding the given period.
 - 13.3.5 When the board did not get a financial report nor granted a delay after the period of three months after an event or activity, the granted subsidy will fall due. The board will let the applicant know in writing.
- 13.4 The criteria for a financial report are described in appendix 3 of these regulations.
- 13.5 The payment of a loan can be done immediately after the decision for granting has been made and the repayment conditions have been put in a contract.

Article 14. Inspection and sanctions

- 14.1 The applicant should be able to provide pieces of the bookkeeping to the board by request that can justify the payment.
- 14.2 If irregularities are found in the final result the board can decide to not give the granted support, reclaim the given support and exclude the applicant from further requests of support for a by the board decided upon period of time.

Article 15. Objections and appeal

- 15.1 The applicant can make a written objection to the board about the decision of granting the support within 10 workdays after announcing the decision.
- 15.2 Against the imposition of a sanction, as described in article 14.2, the sanctioned can write a written objection to the board within 10 workdays after announcing the decision.
- 15.3 Objections will be treated as described in article 12.
- 15.4 When an objection is rejected, the applicant can write a written appeal to the Student Union about the rejection within 10 workdays after announcing the rejection.
- 15.5 The decision of the Student Union about the appeal is binding.
- 15.6 Making an objection or appeal has no suspensive effect on other conditions written in these regulations.
- 15.7 All objections and appeals need to be written in English.

Article 16. Changing the regulations

- 16.1 These regulations be changed at all times by the GM.
- 16.2 The SAC advises the board and the GM about the proposal of change of the regulations.
- 16.3 The proposal of change needs to be spread amongst the members at least 6 days before the GM of Apollo.
- 16.4 The changed regulations are enforced from the moment of approval onwards.
- 16.5 All running affairs will be handled via the regulations that was valid during the moment of application.

Article 17. Final provision

- 17.1 In the cases these regulations are lacking the board has the final say. The board announces these decisions of the next GM.
- 17.2 These regulations can be cited as the SFC-regulations.
- 17.3 These regulations will take effect on 12 February 2013. It replaces the regulations that took effect on 1 March 2001 and is last edited on 28 April 2020.

Appendix 1: Criteria for budgets

For applications, the following guidelines need to be complied with. When including good arguments, they can be deviated from.

- Unforeseen costs need to be at least 5%, but at most 10% of the budget's total.
- In case of yearly events the evaluation and final result of the previous year need to be included in the application.
- The budget needs to be balanced.
- The budget needs to include the amount of expected participants/visitors.
- The budget needs to include, if possible, a realistic amount of expected students.
- The budget needs to be explained.
- At least €50,- and no less than 10% of the budget needs to be something other than subsidy and ticket sales. This can be noted down as 'own contribution'.
- Costs that aren't subsidizable, as described in article 7.3.1, can be displayed on the budget, but won't be subsidized and won't be handled as a subsidizable debit.

Appendix 2: Checklist SFC application

When applying for financial support from the Subsidy Fund for Culture the following requirements are set and at least the following aspects need to be explained:

- The application needs to be in possession of Apollo at least 6 weeks before the event.
- Apollo and the Student Union need to be mentioned in the promotion of the event, and the ways of promotion need to be mentioned in the application.
- An argumentation needs to be made on how the objective of the fund, as described in article 2, will be reached.
- When the event is on another location than a space on campus, this decision needs to be argued.

Appendix 3: Criteria for the financial report

For the final result the following guidelines need to be taken into consideration. When including good arguments, they can be deviated from.

- The final result needs to mention the numbers of the budget.
- Posts that significantly differ from the budget need to be argued.
- The own contribution can't be adjusted to a lower amount, unless €0,- is requested.
- In case of multiple subsidies that totally need to pay less than granted, the subsidy from the SFC needs to be a proportionally decreased number, maximally.
- The final result needs to be balanced.
- The final result needs to contain the amount of participants/visitors and of that the amount of students.
- The final result needs to contain relevant evidence.