



SFC

The masterclass

What and for who is SFC

- From Student Union
- Cultural events & activities
 - By cultural associations for students
 - By students
 - For students
 - For cultural associations

Types of SFC

- Financing guarantee
- Loan
- Subsidy

Financing guarantee

- Requested: The amount you need to make the event budget net 0
- Paid: The amount you needed (up to amount requested) to make the event result net 0
- No profit possible
- Paid after payment request approved

Loan

- Paid immediately after contract signed
- Only if no loan means financial distress for the association
- Pay back conditions case by case -> contract
- Both SFC and borrower can handle the financial burden

Subsidy

- Paid after payment request approved
- Profit possible
- Only allowed if result needs to be net positive
- Case by case record of conditions
 - At least qualify for financing guarantee

When can you apply for SFC?

- Requirements:
 - The event is accessible to all students (unless it is for a cultural association)
 - There is a discount (or other perk) for Unioncard holders
 - Support can only be used for event costs (location, material transport, material, etc.)
 - Only external location for good reason
 - Apollo & student union in promotion

How to apply for SFC

- Request consists of:
 - Application form (filled out)
 - Accompanying letter
 - Action plan & explanation of the event
 - If not on campus -> why
 - Promotion plan (how will the promotion include SU & Apollo)
 - Budget
 - Accompanying explanation
 - # of expected visitors (if possible # of expected students of that)
 - Reasonable & balanced
 - Yearly event? -> add previous realisations
 - Unforeseen costs 5% - 10 %
 - At least 10% of budget own contribution (lower bound: €50)
 - This is not tickets

How to apply for SFC

- Max support requested
 - Max per year for events for members of a cultural association: €750,-
 - Max per event for events for all students: €1500,-
- Deadline:
 - Complete request 6 weeks before event
 - START EARLY
- Process
 - SAC every 4 weeks
 - Board meeting every week

Is this good?

- Crimson Culture financing guarantee request:
 - Budget
 - 10% own contribution
 - €1000 requested
 - Sensible amounts
 - Letter
 - Promotion through social media (mentioning SU & Apollo)
 - Accessable to all students
 - Clear action plan
 - Event date: 13-06 ; letter date: 26-04

Is this good?

- Crimson Culture financing guarantee request:
 - Payment request form
 - Event date: 27-12 ; form date: 13-11
 - €150 requested
 - Signed
 - Budget
 - 10% own contribution
 - €150 requested
 - Letter
 - Promotion through social media (mentioning SU & Apollo)
 - Accessable to members
 - Clear action plan

How to get SFC

- Payment request consists of:
 - Payment request form (filled out)
 - Letter with evaluation of event
 - Financial report consisting of:
 - Budget & realisation
 - Significant difference between budget & realisation explained
 - Own contribution stays the same
 - Multiple subsidies used and need less -> decrease SFC proportionally
 - # participants/visitors and how many were students
 - Relevant evidence
- Due 3 months after the event/activity

Is this good?

- **Crimson Culture payment request:**
 - **Payment request form**
 - Need €800
 - Event: 13-06 ; form: 25-12
 - No signature
 - No bank account
 - **Financial realisation**
 - Own contribution 10% of realisation
 - More tickets sold than expected, no extra costs -> less SFC
 - 160 visitors, 100 students, 80 had union card
 - **Letter**
 - Event went well

Forms & regulations

- Can be found at: <https://www.apollo.utwente.nl/for-boards/>
- Financial documents -> Subsidy Fund Culture



Questions?