

This SFC checklist is only to assist in the creation of an SFC request; These are not binding rules.

Refer to the SFC regulations for the up-to-date rules.

SFC request

When creating a new SFC request please include the following documents:

- **Documents:**

- The filled in SFC request form
- A letter introducing/describing the event the letter must include:
 - A description of the event and how it will take place
 - How this stimulates culture by/for students.
 - How the event will be promoted
 - Whether this is a recurring event or a new one.
 - If the event is hosted off-campus, it needs to be argued why this is needed
- If already prepared: A sample of the promotional material (flyer/poster/etc)
- The Budget for the event
 - 5 to 10% of the budget must be unforeseen costs
 - The budget needs to be balanced
 - The budget needs to include the expected number of visitors/participants and, if possible, how many of these will be students
 - Own contribution needs to be at least 10% of the budget.
 - If this is less than 50EUR, then the own contribution needs to be 50EUR or more
 - If this is a new event (non recurring), own contribution is not necessary
- An explanation of the budget. (how/why this budget is realistic)
- (If recurring) The realisation of the previous event's budget

- **Requirements:**

- All documents must be in pdf
- The request must be handed in at least 6 weeks before the event
- Apollo and the SU need to be mentioned on all promotional materials
- The event must stimulate culture
- The event must be in line with what the association does (A dance association can't host a musical performance)
- Holders of a union card must have some advantage over those who don't. This is most commonly a cheaper ticket price.
- All documents must be written in english

Payment request

When creating a payment request for a previously approved SFC request, please include the following documents:

- **Documents:**
 - The filled in payment form
 - A letter evaluating the event. this letter must include:
 - a description of the flow of events
 - Any issues that appeared
 - The number of visitors/participants that attended and how many of these are students
 - an explanation of any post on the realisation that differs significantly from the budget
 - If multiple subsidies were used, the number of subsidies and the (requested) amount from each subsidy
 - The realisation of the budget. this must:
 - Be balanced
 - Include the original budget
 - Evidence for all relevant posts on the realisation (invoices, receipts, etc.)
- **Requirements:**
 - All documents must be in pdf
 - The own contribution can't be lowered (unless 0 EUR is requested)
 - If multiple subsidies were requested and the total requested amount decreases, the subsidy from SFC needs to be lowered proportionally