



# Regulations for collaborations

January 2023



## 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 Apollo is from 1st January until and including 31st December.
- 1.6 Cultural association: An association or foundation that is a member of Apollo or Apollo itself.
- 1.7 Guarantee Subsidy: Support that is granted before a cultural activity, but where the final value is determined after the total amount of financial shortage is known.
- 1.8 University of Twente (UT): The university established on the campus in Enschede.

## Article 2. Goal

- 2.1 The goal of the collaborations budget of Apollo is to encourage collaborations between cultural associations and/or foundations with financial aid for activities. These activities will enhance the integration within a sector or between sectors.

## Article 3. Maintenance and means

- 3.1 Apollo maintains the budget for collaborations.
- 3.2 The budget for collaborations is made available in the total budget of Apollo.
- 3.3 The board grants the financial aid of the budget for collaborations and pays it.

## Article 4. Check

- 4.1 The books of Apollo are checked by the financial auditing committee of Apollo.
- 4.2 The books are checked at least twice a year, before the GA.
- 4.3 At most 6 months after the end of the financial year of Apollo, the board will present a result of the financial year on a GA for approval.

## Article 5. Activities eligible for financial aid

- 5.1 The following collaborations are eligible for financial aid of the collaborations budget of Apollo:
  - 5.1.1 Collaborations between associations within a cultural sector.
  - 5.1.2 Collaborations between associations of different sectors within culture.
  - 5.1.3 Collaborations between a cultural association and another student association.
  - 5.1.4 Collaborations between a cultural association and a non-student cultural association.
- 5.2 Financial aid can only be provided if there is a founded reason for it.
- 5.3 Collaborations are divided in the following categories:
  - 5.3.1 Joint performances of everyone, or a large part, of the collaborating associations.
  - 5.3.2 Joint workshops (given by an external teacher or an exchange of workshops).
  - 5.3.3 Activities together for bonding and fun, not specifically related to a cultural discipline.
  - 5.3.4 One association doing something for another association in support of their quality or their performances. Think of doing a workshop of another association or an extra act in a performance.
- 5.4 For any collaborations that do not fall under these categories, the board of Apollo will decide if it is eligible for financial aid.

## Article 6. Maximum of financial aid

- 6.1 For each cultural sector of Apollo, €400 euros is reserved, €1600 in total. All financial aid for collaborations must fit in this budget.
- 6.1.1 Collaborations between sectors are divided between the sectors of participating associations by the amount of associations participating from each sector.
  - 6.1.2 For collaborations as described in article 5.3.4, it will fall under the sector(s) of the association(s) receiving the service, not of the hired association.
  - 6.1.3 In the last four months of the financial year, reserved funds from one sector can be allocated to requests from another sector provided that the associations in the sector the reserved funds are taken from have given a written statement that they are not planning on using the funds for the remainder of the financial year.
- 6.2 For collaborations as described in article 5.3.1 and 5.3.2, there is no set limit aside from article 6.1
- 6.3 For collaborations as described in article 5.3.3, the maximum per event/activity is €150, with a maximum of €10 per person joining the activity.
- 6.4 For collaborations as described in article 5.3.4, the maximum per “hired” association is 50 euros.

## Article 7. Application procedure

- 7.1 An application for financial aid should be in possession of the Apollo board at least two academic weeks before the event or activity. Warning: if the initial request is rejected, it is possible that a reply to any objections will be made after the event. Therefore, applications should be done on time.
- 7.2 An application should be done with a standard form, available at Apollo and on the website, and should contain all relevant information about the event. This includes a plan of approach and a complete budget of all expenses and income.
- 7.3 Applications should be done in English.

## Article 8. Procedure of processing

- 8.1 The application is discussed during the first upcoming board meeting.
- 8.2 The board lets the applicant know what the outcome of the application is by letter, within two weeks after the decision about the application is made.

## Article 9. Payment of financial support

- 9.1 A payment request needs to be handed in to the board two months after the event at the latest. When the final deadline is during the winter or summer holidays, the payment request needs to be handed in before the end of the second academic week after the holiday.
- 9.2 Payment of the request will only be done after the board decides on granting the request, which should state what part of the requested support is needed.
- 9.2.1 The final sum will be determined according to the procedure as described in article 7.
  - 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 support, 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 9.2, 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 7.
- 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 regulations for collaborations.
- 13.3 These regulations will be in effect from 27 January 2023.