



Regulations Funds for Alternative Locations

March 2023

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.
- 1.2 General Assembly (GA): The general assembly of Apollo.
- 1.3 Apollo: The cultural umbrella association of the University of Twente and keeper of the fund.
- 1.4 Board: The board of Apollo, as chosen by the GA.
- 1.5 Financial Year: The financial year of SFC, which is from 1st January to 31st December.
- 1.6 Cultural association: A cultural association or foundation from the University of Twente, 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: A subsidy that is granted before a cultural activity, but with which the actual paid out sum will be determined by the final realisation of the budget.
- 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.
- 1.13 Subsidy Fund for Culture (SFC): The fund from which financial support is provided for cultural events and activities.

Article 2. Objective

- 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. Management and means

- 3.1 Apollo manages the FAL.
- 3.2 The FAL will be repleted 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 repleted until the maximum amount.
 - 3.4.1 In case other investments from the surplus of SFC have priority over FAL, it will not be repleted or with a smaller amount.
 - 3.4.2 The board decides about the destination of the surplus SFC.
- 3.5 The board grants the financial supports from the SFC and pays out these sums.
- 3.6 Support is granted in the form of a guarantee subsidy.

Article 4. Inspection and management

- 4.1 The bookkeeping of the FAL will be checked by the financial auditing committee of Apollo before each GA that discusses finances, before the discharge of the Apollo treasurer, and at the end of the financial year.
 - 4.1.1 Such a bookkeeping check consists of at least a check of the treasurer's record-keeping (invoices, bills, transactions, accounts, etc) and potential financial pieces presented to the GA.
- 4.2 At least 2 months and at most 6 months after the end of the financial year the board needs to present a financial year result of the FAL to respectively:
 - 4.2.1 The GA, for information

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. Maximal support and conditions

- 6.1 The standard alternative location is the Atrium in the Bastille.
- 6.2 A different alternative location may be used if the Atrium is not available or the board deems the Atrium unfit for the activity. Otherwise, other locations can still be used, but 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. Application procedure

- 7.1 A request for financial aid must be in the possession of the board at least three academic weeks before the rehearsal, or within two academic weeks after being notified about the normal room not being available. Whichever is later.

Watch out: If the initial request is denied or the request is submitted less than three academic weeks in advance, it can occur that the answer to a potential appeal is issued after the rehearsal happened. Ergo, apply for FAL on time.
- 7.2 An application needs to be handed in via the standard form, which is available at the board and on the website, and must contain all information necessary to decide on the request. This includes at least an explanation for the reason an alternative location is needed as well as the choice for the alternative location.
- 7.3 All applications, all documents, and all communication regarding the applications need to be written in English.

Article 8. Method of handling

- 8.1 The request will be discussed and decided upon at the next board meeting.
- 8.2 The board will give a written decision about the application at the latest two academic weeks after making the decision, so that there are at most three academic weeks between the application and the announcement of the decision.

Article 9. Payment of the financial support

- 9.1 A financial report of the event needs to be handed in to the board.
 - 9.1.1 The financial report needs to consist of a payment form and a letter which explains the costs that were made.
 - 9.1.2 The financial report needs to be in possession of the board at the latest 2 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.
 - 9.1.3 The final sum will be determined as described in article 8.
 - 9.1.4 When the period of two 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.
 - 9.1.5 When the board did not get a financial report nor granted a delay after the period of two months after an event or activity, the granted subsidy will fall due. The board will let the applicant know in writing.
- 9.2 The payment of financial support will be done by the board within 2 academic weeks after the granting decision.
- 9.3 The payment of a granted *financial guarantee* will only occur if the financial report of the event or activity is approved by the board. This financial report has to clarify the final amount of the financing guarantee needed.

Article 10. Inspection and sanctions

- 10.1 The applicant should be able to provide pieces of the bookkeeping to the board by request that can justify the payment.
- 10.2 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 11. Objections and appeal

- 11.1 The applicant can make a written objection to the board about the decision of granting the support within 10 workdays after announcing the decision.

- 11.2 Against the imposition of a sanction, as described in article 10.2, the sanctioned can write a written objection to the board within 10 workdays after announcing the decision.
- 11.3 Objections will be treated as described in article 8.
- 11.4 When an objection is rejected, the applicant can write a written appeal at the first GA after announcing the rejection.
- 11.5 The decision of the GA about the appeal is binding.
- 11.6 Making an objection or appeal has no suspensive effect on other conditions written in these regulations.
- 11.7 All objections and appeals need to be written in English.

Article 12. Changing the regulations

- 12.1 These regulations can be changed with the approval of the GA.
- 12.2 The proposal of change needs to be spread amongst the members at least 6 days before the GA of Apollo.
- 12.3 The changed regulations are enforced from the moment of approval onwards.
- 12.4 All running affairs will be handled via the regulations that were valid during the moment of application.

Article 13. Final provision

- 13.1 In the cases these regulations are lacking the board has the final say. The board announces these decisions of the next GA.
- 13.2 These regulations can be cited as the FAL Regulations.
- 13.3 These regulations will take effect on 29 January 2020. It replaces the regulations that took effect on 15 April 2019 and were last edited on 07 March 2023.
- 13.4 In case of conflict the English regulations (FAL Regulations) are leading.