

## Appendix - SFC Requirements

In case of an unclarity or discrepancy between the appendix and the regulation texts, the board holds the right to the final decision.

### 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:

#### A. General Application Requirements:

1. Event should be
  - a. Cultural activity or – event OR;
  - b. Rehearsal days/workshop for cultural associations OR;
  - c. Event or activity with cultural element(s).
2. Organised by and/or for cultural associations or students
3. Accessible for all students (except for article 6.2)
4. Application is **sent 6 academic weeks in advance**.
5. Promotion of event/activity must include Apollo & SU (except for article 6.2).
  - a. The Apollo banner must be at the event/activity.
6. Application consists of
  - a. Filled in standard application form;
  - b. Budget;
  - c. Explanation of budget and;
  - d. Plan of Action letter with an explanation of how the requirements of SFC will be met.
7. Advantage for Union Card holders is given, if applicable.
8. SFC only covers the costs of the activity/event, not the personal costs.
9. Explanation of the use of an external accommodation/location (outside of campus), if applicable.
10. Maximum granted SFC can be:
  - a. €1.500,- for subsidies, financial guarantees or loans;
  - b. €1.000,- for rehearsal day/weekends or workshops;
  - c. €500,- for activities or events with cultural elements.
11. If applicable, include last year's/previous event's evaluation and financial result.
12. Application, documents, and communication have to be in English.

#### B. Application: Budget & Budget Explanation

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

1. Unforeseen costs need to be 5% to 10% of the budget's total.
2. If applicable, include last year's financial result & explanation of result.
3. Budget must be balanced.
4. At least €50,- and no less than 10% of the budget must be income outside of the SFC and ticket sales, named "own contribution".
  - a. New initiative does not need an own contribution.
  - b. In the case of events or activities with cultural elements, at least €50,- and no less than 10% of the **cultural element(s)** must be own contribution.
5. Indicate the expected total number of visitors/participants and how many of these are expected to be students and, if applicable, the expected revenue from their visit/participation.

6. Budget explanation explains all relevant posts.
  - a. If using several funds, provide the status of different the requested funds if possible.
7. Costs that are not eligible, as described in article 7.3, should be displayed on the budget, but won't be subsidised and won't be handled as a subsidisable debit.

**C. Application – Action Plan/Letter**

1. Apollo and the Student Union need to be mentioned in the promotion of the event.
  - a. This does not apply to closed, member-only rehearsal days and workshops.
2. There must be an advantage for UnionCard/Campus Card holders.
  - a. This does not apply to closed, member-only rehearsal days and workshops.
3. The letter explains how the requirements of the fund are met, which should include
  - a. The ways in which Apollo and the SU are mentioned in the promotion;
  - b. An argumentation on how the objective of the fund, as described in article 2, will be reached;
  - c. A description of the event or activity and what will happen during it.
  - d. If applicable, the advantage for UnionCard/ Campus Card holders;
  - e. If applicable, an explanation of the use of external (not on campus) accommodation.

## SFC Payment request

**A. Payment Request - General**

1. Application consists of
  - a. Filled in standard payment form,
  - b. Financial realisation & financial results
  - c. Explanation of financial results
2. Includes a letter evaluating the event/activity, following the structure of the Plan of Action letter, and reflecting on any unexpected or different
3. Financial report has to be handed in 3 months after the activity/event at the latest.
4. Includes proof of the SU & Apollo promotion (except for rehearsal days/workshops).
5. Total number of participants/visitors and number of participants/visitors that are students must be included.
6. Is done in English

**B. Payment Request - Financial Realisation**

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

1. Includes numbers of the budget
2. Explains posts where the realisation differs a lot from the budget
3. Own contribution in the realisation cannot be lower than budgeted, unless no more SFC is requested.
4. Balanced results
5. Number of participants/visitors and number of students must be included
6. 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.
7. Relevant evidence & proof of expenses, such as invoices should be included.