



# Regulations Subsidy Fund for Culture

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## 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 SFC has its financial year from 1st January to 31st December.
- 1.6 Sports & Culture (S&C): Department responsible for the Cultural Sector within the University of Twente
- 1.7 Cultural Association: A cultural association or foundation from the University of Twente, or Apollo itself.
- 1.8 Finance (FIN): The financial department of the UT that does the operations for the cultural sector of the UT.
- 1.9 Financing Guarantee: A subsidy that is granted before a cultural activity, but the actual sum paid out will be determined by the final realisation of the budget.
- 1.10 Loan: A financial support that will be paid back after an agreed-upon period of time.
- 1.11 Student: A student who is associated with an educational establishment in Enschede, in possession of a UnionCard or a Campus Card.
- 1.12 Student Union (SU): The board of the 'Stichting Student Union Universiteit Twente'.
- 1.13 Subsidy: A financial support that is granted and paid out before a cultural activity, irrespective of the final result.
- 1.14 Subsidy Advisory Committee (SAC): A committee, as described in article 5.1, that advises the board about granting financial support to cultural associations and cultural activities.
- 1.15 Subsidy Fund for Culture (SFC): The fund from which financial support is provided for cultural events and activities.
- 1.16 University of Twente (UT): The university established on the campus in Enschede.
- 1.17 Cultural event or activity: An event or activity whose main focus lies within the cultural sector. Cultural, in this case, refers to the sector(s) of (performing) arts, theatre, music, dance, and/or similar.
- 1.18 Event or activity with cultural element(s): An event or activity that, by nature, is not cultural (such as a party or festival) but has elements that pertain to culture. The cultural element has to be provided by (a) student(s) or a cultural association.
- 1.19 New initiative: An event or activity which does not occur periodically and has not been done in the past 2 years.
- 1.20 Own contribution: Income outside of SFC and ticket sales.

## Article 2. Objective

- 2.1 The Subsidy Fund for Culture has the objective of enabling and stimulating cultural activities and events as defined in Article 6, organised by and/or for students and cultural associations.

## Article 3. Forms of support

- 3.1 Financing Guarantee.
- 3.2 Loan.
- 3.3 Subsidy.

## Article 4. Management and means

- 4.1 Apollo manages the SFC.
- 4.2 The Student Union deposits a yearly apportioned sum into the SFC account. Changes in this amount are determined by the SU in consultation with Apollo and the SAC.
- 4.3 The board of Apollo grants financial support from the SFC and pays out these sums.
- 4.4 The board of Apollo is required to get advice from the SAC before granting and paying out financing guarantees, subsidies and loans.

## Article 5. Inspection and management

- 5.1 The SAC consists of at least one member of Finance, one member of S&C and one member of Apollo, but preferably five members. The fourth member is the portfolio holder Sports & Culture of the SU. The fifth member will be chosen by Apollo, in deliberation with the SAC.
- 5.2 The SAC meets at least once every five academic weeks.
- 5.3 At every SAC meeting, the board needs to provide an overview of the open subsidies and the distribution of the SFC for that financial year.
- 5.4 The SAC informs the GA about the given advice surrounding grants, rejections and payments.
- 5.5 The bookkeeping of the SFC will be checked by the 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.
  - 5.5.1 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.
- 5.6 At least 3 months and at most 6 months after the end of the financial year, the board needs to present the financial year results of the SFC to respectively:
  - 5.6.1 The SAC, for information;
  - 5.6.2 The GA, for approval;
  - 5.6.3 The Student Union, for approval.

## Article 6. Subsidisable activities

- 6.1 The SFC supports cultural activities and events (1.17) that are organised by and/or for cultural associations (1.7) or students (1.11).
- 6.2 Workshops, and study- or rehearsal days/weekends (or events similar in nature) which promote the cultural discipline that are in line with the nature of the association can be supported to a certain extent as described in article 10.2.
- 6.3. The SFC supports events with cultural elements (1.18) that are organised by and/or for cultural associations or students to a certain extent, as described in article 10.3.

- 6.4 When there is a shortage of funds in the SFC, activities will be supported in the order named below:
- 6.4.1 First, the SFC supports cultural events organised by cultural associations for students
  - 6.4.2 Secondly, the SFC supports cultural events organised by and/or for students.
  - 6.4.3 Thirdly, the SFC supports initiatives of cultural associations as mentioned in article 6.2.
  - 6.4.4 Fourthly, the SFC supports events with cultural elements as mentioned in 6.3.

## Article 7. Criteria for a financing guarantee

- 7.1 Eligible events need to be accessible for all students (1.11) and can be accessible for other target groups (such as the general public), with the exception of closed, member-only activities as mentioned in article 6.2.
- 7.2 During eligible events, UnionCard holders need to be able to get an advantage, which could be done financially or otherwise. The board, with the advice of the SAC, will decide if the advantage is sufficient.
  - 7.2.1 There is an exception for freely accessible events where the advantage of UnionCard holders isn't financially proportional to the subsidy.
- 7.3 The financial guarantee can only be used for the costs of the event, like renting a location, materials, transportation of the materials or professional support. Personal costs of the participants, such as the stay, food and the transportation of persons, are not included. The rent of external locations can only be paid for if there are grounded reasons for the use of such a location, instead of a location on Campus.
  - 7.3.1 In the case of a rehearsal, if the location is used for both sleeping and rehearsing, then at least  $\frac{2}{3}$  of the rental cost can be covered by the SFC. Requests for receiving more than  $\frac{2}{3}$  of the rental cost should be reasoned in the request letter.
- 7.4 Support for events with cultural elements can only be used for the costs of the cultural element and costs made to facilitate the cultural element, such as technical support. Costs, such as the location of the event or personal costs, are not eligible for financial support.
- 7.5 The costs of the event need to be estimated reasonably.
- 7.6 Requests for separate events and/or activities need to be applied for separately.
- 7.7 Apollo and the Student Union, and their logos need to be mentioned and included in the promotion of the events, with the exception of closed activities as described in article 6.2.

## Article 8. Criteria for loans

- 8.1 A loan can only be given if, by organising a cultural activity, the legal body that is concerned with organising that activity will get into financial distress if they do not get a loan.
  - 8.1.1 The conditions of paying back the loan will be written down per case in an agreement.
- 8.2 A loan can only be given if the liquidity of the SFC allows it, and the borrower can carry the load of the loan.

## Article 9. Criteria for a subsidy

- 9.1 A subsidy can only be granted if the organising organisation can prove that the association or foundation will face liquidity problems if the result of the event is not positive.
- 9.2 A written record will be made of the conditions for the subsidy for each case.
  - 9.2.1 A request for a subsidy must meet at least the criteria for financing guarantees mentioned in article 7. Furthermore, all other stipulations of these regulations still hold.

## Article 10. Maximal support and conditions.

- 10.1 A request for a financing guarantee, subsidy or loan can be €1.500,- at most.
- 10.2 A request for a financing guarantee as meant in article 6.2 can be at most €1.000,- per year per association. The division of these funds between study or rehearsal days/weekends and workshops is done by the association itself.
- 10.3 A request for a financing guarantee as meant in article 6.3 can be at most €500,- per event.
- 10.4 At least €50,- and no less than 10% of the budget must be “own contribution”.
  - 10.4.1 If a cultural association is setting up a new initiative, they do not need to pay an own contribution.
  - 10.4.2 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.
  - 10.4.3 Own contribution in the realisation cannot be lower than budgeted, unless no more SFC is requested.
- 10.5 Occasionally, a deviation can be made from this amount. This will be decided upon by the board in consultation with the SAC.
- 10.6 If the event/activity is not freely accessible, the entrance/participation fee per person in the realisation cannot be lower than the amount agreed upon in the budget provided in the request.

## Article 11. Application procedure

- 11.1 A request for every kind of financial aid must be in possession of the board at least six academic weeks before the event.

Watch out: if the initial request is denied, it can occur that the answer to a potential appeal is issued after the event has happened. Therefore, apply for the SFC on time.
- 11.2 An application must be done with a standard application form, as provided by the board or found on the Apollo [website](#), and must contain all information necessary to decide on the request. This includes at least a budget, an explanation of the budget and an action plan in an accompanying letter. These documents must follow the criteria elaborated upon in the appendix of these regulations.
  - 11.2.1 The action plan must show how the organisation thinks it will reach the requirements as described in these regulations.
- 11.3 All applications, all documents, and all communication regarding the applications need to be written in English.

## Article 12. Method of handling

- 12.1 The request will be handled on the first SAC meeting if received at least 1 week before said meeting, otherwise the next following meeting.
- 12.2 The SAC gives advice to the board about the request.
- 12.3 The board evaluates the request after hearing the advice of the SAC in their next board meeting.
- 12.4 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 eight academic weeks between the application and the announcement of the decision.

## Article 13. Payment of the financial support

- 13.1 A financial report of the event needs to be handed in to the board. The criteria for a financial report are described in the appendix of these regulations.
  - 13.1.1 The financial report needs to consist of a payment request form as provided by the board or found on the [Apollo website](#), the financial result and a letter with an evaluation of the event.
  - 13.1.2 The financial report needs to be in possession of the board at the latest 3 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 by the end of the second academic week of the UT schedule.
  - 13.1.3 The final sum will be determined as described in article 12.
  - 13.1.4 When the period of three 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.
  - 13.1.5 When the board does not get a financial report or grant a delay after a period of three months after an event or activity, the granted subsidy will fall due. The board will let the applicant know in writing.
- 13.2 The payment of financial support will be done by the board within 2 academic weeks after the granting decision.
- 13.3 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 must clarify the final amount of the financing guarantee needed.
- 13.4 Payment of a granted *subsidy* will only occur if the payment request form for the event or activity is approved by the board.
- 13.5 The payment of a *loan* can be done immediately after the decision to grant has been made and the repayment conditions have been put in a contract signed by both the applicant and Apollo.

## Article 14. Inspection and sanctions

- 14.1 The applicant should be able to provide pieces of the bookkeeping to the board on request that can justify the payment.
- 14.2 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 15. Objections and appeal

- 15.1 The applicant can make a written objection to the board about the decision to grant the support within 10 working days after announcing the decision.
- 15.2 Against the imposition of a sanction, as described in article 14.2, the sanctioned can write a written objection to the board within 10 working days after announcing the decision.
- 15.3 Objections will be treated as described in article 12.
  - 15.3.1 When an objection is rejected, the applicant can write a written appeal to the Student Union about the rejection within 10 working days after announcing the rejection.
  - 15.3.2 The decision of the Student Union about the appeal is binding.
- 15.4 Making an objection or appeal has no suspensive effect on other conditions written in these regulations.
- 15.5 All objections and appeals need to be written in English.

## Article 16. Changing the regulations

- 16.1 These regulations can be changed with the approval of the GA and the SU board.
- 16.2 The SAC advises the board and the GA about the proposal for change of the regulations.
- 16.3 The proposal of change needs to be spread amongst the members at least 6 days before the GA of Apollo.
- 16.4 The changed regulations are enforced from the moment of approval onwards.
- 16.5 All running affairs will be handled via the regulations that were valid at the moment of application.

## Article 17. Equity

- 17.1 The equity of SFC can be accessed and used if the yearly funds are not sufficient to cover all granted requests of the current year, using the following procedure:
  - 17.1.1 The SAC gives advice to the board about using the equity.
  - 17.1.2 The board evaluates the use of equity, after hearing the advice of SAC, in their next board meeting.
  - 17.1.3 The board presents the use of equity to the Student Union for approval.
  - 17.1.4 The board presents the use of equity to the GA for approval.
- 17.2 The equity of the SFC should be able to cover the fixed SFC expenses, such as bank costs and it is recommended to remain over €3.200,-. This ensures the coverage of 2 maximum support financial guarantees and potential bank costs.
- 17.3 In case of leftover money from the SFC fund, a plan must be presented at the same time as the financial year result, as to how the leftover money will be used. This will be done respectively to:
  - 17.3.1 The SAC, for information;
  - 17.3.2 The Student Union, for approval;
  - 17.3.3 The GA, for approval.

## Article 18. Final provision

- 18.1 In the cases where these regulations are lacking, the board has the final say. The board announces these decisions at the next GA.
- 18.2 These regulations can be cited as the SFC Regulations.
- 18.3 These regulations took effect on 12 February 2013 and were last edited on 8 October 2025. It replaces the regulations that took effect on 1 March 2001. These regulations will be re-evaluated in 2026 to see if the changes are financially viable and whether further changes to the maximum grant is necessary.
- 18.4 In case of conflict, the English regulations (SFC Regulations) are leading.

## 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.