



RULES SUBSIDY APPLICATION 2019-2020 MAGAZINES

As stated in the contract: by signing this contract of 2019-2020 magazines also agree with this document.

For the year 2019-2020 ALPHA budgets € 4,000 for the magazines of the Faculty of Humanities. Besides this € 2,500 is available for the Big Projects Jar (GPP) (see point 7) and € 1,000 for the Pro Memorie Jar (PMP) (see point 8).

1. EXPLANATION REGULAR SUBSIDY MAGAZINES

The amount of € 4,000 will be divided over two subsidy rounds:

- Round 1: € 2,000
- Round 2: € 2,000

If the reserved amount of the concerned subsidy round isn't exceeded, the rest of the amount will be transferred to the next subsidy round.

The following rules apply for the magazines:

2. DEADLINES

The deadlines for the subsidy applications are:

Introduction night (presenting budget, GPP and PMP information)	29 October 2019 19:00-21:00
Mandatory assembly about acquisition (with reservation)	12 November 2019 19:00-21:00
Deadline round 1 <i>Editions published between 1 September 2019 and 31 januari 2020</i>	7 February 2020 23:59
Magazine meeting 1	18 February 2020 19:00-21:00

Deadline round 2 <i>Editions published between 1 February 2020 and 31 August 2020</i>	10 May 2020 23:59
Magazine meeting 2	19 May 2020 19:00-21:00

ALPHA offers to pay the subsidy in advance for the magazines in financial need. Afterwards, the magazine in question has to present financial documents and an explanation regarding the advanced money.

After the deadline it is not possible to apply for subsidy for events that took place on dates outside the dates set for a specific round. Subsidy will only be awarded to those who apply before the deadline with a complete subsidy application form and documents. It is important that all the documents (receipts etc.) are sent to ALPHA before the deadline. Contact ALPHA on time if there is a situation where this is not possible or if there is something wrong with the application. Justification is needed when an application was sent to late. ALPHA has the right to deny the application for subsidy for this reason.

3. SUBMINT APPLICATION

Subsidy should be applied for with the official subsidy form to be found at <http://www.alpha-fgw.nl/documenten/>.

The application should also contain information about if any other income sources besides ALPHA were used (contribution, other subsidies etc.). It should also state in which layer it belongs and why (see point 4). This is used as a guidance by ALPHA.

The application can only be submitted via email (alpha-fgw@uva.nl). The title of the email should state: [subsidy round], [name study magazine] and [cost category]. One application per email.

Every application should contain documentation that prove the total of incomes and expenses of the published editon. Think about scans of receipts, invoices, screenshots of the bank account, etc. The documentation can be sent as an attachment in the application email. If the documentation is incomplete, justification must be given why. ALPHA has the right to deny the application for subsidy for this reason.

4. LAYERSYSTEM

With the granting of the subsidy ALPHA uses a layer system. Different activities belong in different layers, where the top layer has priority with dividing the subsidy. This creates a ranking where subsidy applications from the first layer get priority over layers below it. The third layer is the lowest in the ranking.

With each application the magazine decides for itself in which layer the activity belongs according to them. This serves as a guidance for ALPHA. The layers are as following:

LAYER 1: Primary costs that ensure the existence of the magazine

Examples: printing costs, website (only for online magazines!).

LAYER 2: Remaining costs that profit the magazine (design, account costs etc.)

Examples: a website to promote the magazine, an activity linked to a published edition.

If the reserved amount of the concerned subsidy round isn't exceeded, the rest of the amount will be transferred to the next subsidy round.

5. DECISION TO CONTINUE AS A WEBSITE

If a magazine decides to publish exclusively on a website, it is required that at least one of the editors knows his or her way around building and maintaining a website. This will prevent unnecessary high costs and guarantees a fair subsidy distribution.

6. ADMISSION AND MAGAZINE MEETINGS (BLADENOVERLEGGEN)

There will be voted about the final distribution of the subsidy during every round's Magazine Meeting. Every magazine member of ALPHA will get one vote per subsidy round. ALPHA can take away the right to vote in certain cases. See the 'Overeenkomst Lidmaatschap ALPHA 2019-2020 voor Bladen'.

A couple of days before the Magazine Meeting the magazines will receive an email containing the minutes of the last Magazine Meeting, the agenda for the coming Magazine Meeting and an overview of all the applications for that round.

At the start of the Magazine Meeting, ALPHA presents a proposal for the distribution. Applications can be granted in total or partially. Applications can also be denied. The treasurer will explain the applications partially granted or denied. After this there is time to discuss the subsidy distribution. Suggestions to change the distribution might follow out of this.

After this presentation and possible discussion, the magazines will vote about the proposed subsidy distribution by the board. If there are more votes in favor than against the proposal as explained by the board will be adopted.

If the proposal is denied the board will change the distribution on the spot according to the suggestions made. Afterwards a new voting will take place.

It is not allowed to approve an application exceeding the round-limit as stated in 1.

The ARV will not end before a subsidy distribution proposal is approved by most of the study associations present, except when the board decided the voting will take place on another moment.

7. EXPLANATION BIG PROJECTS JAR (GPP)

This year the GPP will be an extra opportunity to apply for subsidy. A total of € 2,500 will be available for special study course related activities organized by two or more study associations or magazines.

Application for approval

Approval for the event needs to be applied for via the application form for the GPP:
<http://www.alpha-fgw.nl/documenten/>.

On this form the activity needs to be explained and which study associations and magazines will participate in the organization. It should also state the estimated amount of money needed.

Applications have to be send per email to alpa-fgw@uva.nl. Per email one application. The subject should be 'GPP goedkeuring' [subsidy round] and the (working)title of the event.

Application for subsidy

The application for an approved activity needs to be applied for with the application form of the regular subsidy. This has to happen after the event, within 30 days. The form can be found on the website: <http://www.alpha-fgw.nl/documenten/>.

See rules for the regular subsidy and the needed information on the form.

Besides the application form and all documentation, the organization also has to send an end report of the event to ALPHA.

ALPHA will award the approved subsidy, but never more than the total costs minus the total profit. This way no profit can be made on an activity.

Purposes GPP

The money from the GPP is meant for special, large, study course related activities organized by two or more study associations or magazines.

If the subsidy will be awarded will depend on the argumentation given on the application form. It should give arguments for why:

- a. The activity and its subject are representative for the Faculty of Humanities.
- b. The activity has a special character.
- c. The activity must be organized by two or more study associations or magazines. All participating study associations or magazines must be actively involved in organizing the event.
- d. Has to be open to at least 35 visitors.
- e. Has to be open for all students of the Faculty of Humanities.

f. Costs for borrels and parties can't be subsidized.

g. When working together with a study association and a magazine related to it, a motivation has to prove why this is a GPP activity. ALPHA will judge these cases precisely to prevent misuse of the GPP.

Percentage system

When an application is approved, the organization is certain of subsidy. This means that for all the costs not conflicting with the rules as stated in 3.5 subsidy will be granted, as long as no profit is made.

The amount of subsidy is based on the number of participating study associations and magazines. Per activity this is 7% of the money available per study association or magazine actively participating in the organization.

Example: if an application is approved of 3 study associations they will get 21% of € 2,500, which is 3 times € 175 (= € 525).

Rules for application

- a. It isn't allowed to make a profit on activities subsidized by ALPHA. This means that the total of the subsidy application can never exceed the total costs minus the incomes of the event.
- b. The study associations or magazines must fill in all the information asked on the subsidy form. All documentation from which all incomes and costs can be derived have to be attached.
- c. The subsidy form has to contain a detailed and correct cost specification that corresponds with the documentation.
- d. No unnecessary or unnecessary high costs can be made during the activity. The costs have to be in proportion with the goal of the activity, the size of the study association and the amount of subsidy ALPHA offers. If the conditions mentioned above aren't self-evident explanation is needed on the application form.
- e. The application has to be send per email. One application per email.
- f. The application has to be submitted before the deadlines as stated in point 2.
- g. A study association only has right on receiving subsidy when ALPHA is in the possession of a specified and correct accounting and balance from last year.
- h. No subsidy will be paid out if study associations have not followed the rules as stated in the 'Contract Bladen 2019-2020'.

- i. No subsidy will be paid out if there is no deputy of the board of the study association attending the ARV to which their application belongs.
- j. All members of the study association must have the opportunity to attend the event. This means the event has to be promoted on time per email, website and/or social media.

Approval and awarding

When an activity is approved, the subsidy (according the percentage as stated in 3.4 and rules stated in 3.5) will be awarded. An activity will be approved on the grounds stated in 1.6.

If the total amount of money isn't enough, ALPHA will decide which activities will get approval and which not. The rules as set in 3.5 will guide the decision.

Besides the application form and all documentation, the organization also has to send an end report of the event to ALPHA.

ALPHA will award the approved subsidy, but never more than the total costs minus the total profit. This way no profit can be made on an activity.

8. EXPLANATION PRO MEMORIE JAR (PMP)

Because a lot of money from the GPP remained last year, ALPHA took out € 1,000 of the Big Project Jar and put it into a new jar: The Pro Memorie Jar (PMP). The money from this jar will be used in the following scenarios:

- a. ALPHA had to reject (or only partially approve) an application for subsidy because the maximum for that subsidy round is already met.
- b. ALPHA had to reject (or only partially approve) an application for subsidy because the study association or magazine already met their own maximum.
- c. ALPHA had to reject (or only partially approve) an application for subsidy because the maximum for that jar is already met. In theory, the money from the PMP can be used when the maximum of the GPP is met.

Money from the PMP cannot be claimed by a study association or magazine in any way. The money from this jar will only be used when ALPHA finds that it is needed to help a study association or magazine when in financial need or when just a little bit of extra money will make sure every application for subsidy is treated in fairness.