



RULES SUBSIDY APPLICATION 2019-2020 STUDY ASSOCIATIONS

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

For the year 2019-2020 ALPHA budgets € 11,400 for the study associations of the Faculty of Humanities. Of this amount € 7,400 is budgeted for regular subsidy, including the GAT-subsidy (see point 2), and € 4,000 for study trip subsidy. Besides there is € 2,500 is available for the Big Projects Jar (GPP) (see point 3) and € 1,000 for the Pro Memorie Jar (PMP) (see point 4).

1. EXPLANATION REGULAR SUBSIDY STUDY ASSOCIATIONS

The €7.400 will be divided over 3 subsidy rounds:

- Round 1: €3.000
- Round 2: €3.000
- Round 3: €1.400

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 study associations:

1.1 DEADLINES AND ARV'S

The deadlines for the subsidy applications are:

Introduction night (presenting budget, GPP and PMP information)	29 October 2019 19:00- 21:00
Deadline round 1 <i>Activities between 23 June 2019 and 15 November 2019</i>	15 November 2019 23:59
ARV 1	26 November 2019 19:00-21:00
Deadline round 2 <i>Activities between 15 November 2019 and 28 February 2020</i>	28 February 2020 23:59

ARV 2	10 March 2020 19:00-21:00
Deadline round 3 <i>Activities between 28 February 2020 and 5 June 2020</i>	5 June 2020 23:59
ARV 3	16 June 2020 19:00-21:00

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.

1.2 SUBMIT APPLICATION

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

On this form general information of the event will be mentioned: (date, etc.), if the activity is open or closed (an activity only accessible for members of the study association is closed) and a cost specification should be provided as clear and detailed as possible. A not specific, clear or detailed enough cost specification can be a reason to deny the application.

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 1.4). This is used as a guidance by ALPHA.

It is very important to give a clear description of the activity and give adequate arguments to support that the activity meets the requirements as stated in 1.3. Most of the time this description is decisive for whether or not to award the subsidy.

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

Every application should contain documentation that prove the total of incomes and expenses of the event. 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.

1.3 PURPOSES REGULAR SUBSIDY

The subsidy of ALPHA is meant for activities organized by study associations that are in line with the course of study of the study association. The activities broaden or deepen the study course. This will depend on the argumentation given on the application form. It should contain arguments that:

a. The activity is informative: it has benefits for the mental development of the ones attending.

b. The activity is a useful addition to the curriculum of the study course of the study association. The activity offers broadening of this curriculum within disciplinary boundaries or offers a deeper elaboration of a subject within the curriculum. There is an explicit bond between the activity and a theme in the study program. This bond needs to be expressed in the application form, preferably by mentioning the activity in connection with a course, a book, a teacher, etc.

Activities that qualify are:

- Activities organized by the study association themselves like readings, symposia, debates, etc. If possible together with other study associations of the Faculty of Humanities.
- Activities organized by other parties, like visiting an exposition, movie, concert or play, provided that the content is in line with the study course and study association.

Subsidy from ALPHA is **not** meant for:

- Borrels, dinners, parties: activities which are not study related
- Administrative costs
- Purchase of office supplies or printing/binding minutes, year reports, etc.
- Maintenance of the website of the study associations
- Travel and residence costs for activities outside of Amsterdam. Every study association can apply for one study trip.

1.4 WEBISTE

Costs to build a website for a study association can be partially funded by ALPHA. This in deliberation with ALPHA, valid documentation is needed.

Applying for subsidy for websites is possible during the last ARV of the year. There is a maximum of 50 euros per application. To apply send an email to alpha-fgw@uva.nl.

1.5 LAYER SYSTEM

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 study association 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 activities organized by multiple study associations (substantive cooperation) that don't qualify for the GPP.

Examples: debates, film or movie discussions where the subject is discussed from multiple points of view from the different study associations by students or possibly teachers.

LAYER 2: activities organized by one study association.

Example: tutoring for members or readings by external speakers.

LAYER 3: 'entrance-activities': participating in activities organized by a different institution. In this case not more than half of the price of the entrance tickets can be subsidized.

Examples: visiting (possibly with multiple study associations) exhibitions, plays, etc. And member discount on tickets for certain events.

1.6 CONDITIONS SUBSIDY ADMISSION

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 maximum a study association can apply for in the regular subsidy rounds is a total of € 850.

c. The study associations 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.

d. activities have to meet the requirements for regular subsidy as stated in 1.3. this. Argumentation supporting this should be given on the subsidy form.

e. The subsidy form has to contain a detailed and correct cost specification that corresponds with the documentation.

f. 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.

g. The application has to be send per email. One application per email.

h. The application has to be submitted before the deadlines as stated in 1.1.

i. 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.

j. In the case of layer 3 activities ALPHA won't subsidize more than half the costs of the entrance fee.

k. No subsidy will be paid out if study associations have not followed the rules as stated in the 'Contract Studieverenigingen 2019-2020'

l. 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.

m. 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.

1.7 ADMISSION AND THE ALGEMENE RAADSVERGADERING (ARV)

There will be voted about the final distribution of the subsidy during every round's ARV. Every association 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 Studieverenigingen'.

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

At the start of the ARV, 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 study associations 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 exception is when there is a good reason for this that has to do with the GAT-subsidy. This must not harm the subsidy applications in the next round. If such an exception is needed the treasurer will give a detailed explanation.

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.

2. EXPLANATION GROTE AANVRAGEN TEGEMOETKOMING (GAT)

The GAT is meant for subsidizing activities beforehand from the regular subsidy that don't meet the requirements for a GPP application. These are activities organized by one study association on its own. The money will come from the regular subsidy and will fall under the maximum of € 850 per study association per year.

GAT-subsidy can only be applied for in the first and second round. It can be applied in both rounds, it does not matter when the activity takes place as long as it's after the application. This way subsidy can be applied for in round 1 for an activity that will take place in, for example, march.

The GAT-subsidy exists to give the study associations the opportunity to organize big, interesting, study course related events and give certainty that the activity can be funded.

Because the minimal amount is 250 euros, only large activities can apply for the GAT-subsidy. This is the reason why the total subsidy in round one and two is higher than in round 3. Per round only one GAT-application can be submitted per study association.

The approval will be given in advance, but the money will be transferred after the event.

2.1 REQUEST FOR APPROVAL

The event has to be applied for with the GAT- subsidy form to be found on the website: <http://www.alpha-fgw.nl/documenten/>.

On this form there needs to be explained what the activity will mean and why it is a special event. Also the estimated amount of money needed has to be stated.

The application has to be send per email to alpha-fgw@uva.nl. One application per email. The subject line of the email has to be: 'GAT goedkeuring' [subsidy round] and the (working)title of the event.

2.2 APPLYING 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.

2.3 PURPOSES GROTE AANVRAGEN TEGEMOETKOMING

The money of the GAT is meant for special, large, study course related activities.

Admission will depend on the argumentation given on the application form. It has to state why:

- a. The activity is representative for the Faculty of Humanities.
- b. The activity is special.
- c. A minimal of 250 euros of ALPHA subsidy is needed.
- d. The activity has to be open for at least 30 people. The higher the amount of money applied for, the more people should be able to attend.
- e. The activity has to be open to all the members of the study association
- f. Costs for borrels or parties won't be subsidized

2.6 RULES APPLICATIONS

The same rules apply as stated in 1.6

Per study association one application for GAT subsidy can be made per round. This means a total of two per year. Only one application is allowed per round.

2.7 APPROVAL AND AWARDING

When an activity is approved the subsidy will be awarded. The subsidy will be approved if it meets the rules as stated in 1.6.

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.

3. EXPLANATION GROTE PROJECTEN POT (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.

3.1 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.

3.2 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.

3.3 PURPOSES GROTE PROJECTEN POT

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.

3.4 PERCENTAGE SYSTEEM

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).

3.5 RULES APPLICATION

See 1.6 for the rules.

3.6 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.

4. 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.