



## **CUOS Guidelines for Activity grants and accommodation**

### **General**

#### **Article 1. Provision of information and deadlines**

1. The CUOS is responsible for providing accurate and timely information to eligible organizations about opportunities to apply for activity grants and accommodation.
2. Applications must be submitted by January 31 at the latest.
3. The CUOS reserves the right to request additional information in order to conduct an accurate assessment.

#### **Article 2. Decision not to process applications**

The CUOS may decide not to process an application if:

- a. the application is incomplete; or
- b. the information provided is insufficient for the assessment of the application or for the preparation of the decision to award a grant or allocate accommodation.

In such cases, the CUOS shall permit the applicant to complete and resubmit its application within 10 working days. If the applicant has provided additional information or if the deadline for this has lapsed, the CUOS shall notify the applicant within four weeks regarding its decision not to process the application.

### **Activity grant**

#### **Article 3. The application**

1. Applications for an activity grant must be made in writing and include at least:
  - a. A fully completed (application) form B;
  - b. A current budget and activity plan of the organization;
  - c. the organization's last two adopted annual accounts (including balance sheet and income statement) and its last two adopted annual reports;
  - d. the organization's certified Articles of Association;
  - e. Where relevant, a breakdown of the organization's membership numbers, distinguishing between members who are students at the UG and possibly the Hanze UAS, and those who are not. This should also include a summary of the different types of memberships available.

#### **Article 4. Terms and conditions for the provision of grants**

An organization is eligible for an activity grant if:

- a. the organization meets the terms and conditions set out in the CUOS Regulations;
- b. the organization and its activities meet the definition of a cluster in the 'Clusters and Quality Characteristics' list included as an appendix;
- c. the organization maintains a well-defined and consistent financial policy, which demonstrates the effectiveness of its expenditure;
- d. the organization has existed for at least two years, either as a legal entity or not, and can demonstrate a continuity of activity through one or more annually recurring events.

#### **Article 5. Application and award period**

1. An activity grant is awarded on the basis of the applicant's (intended) activities in:
  - a. the financial year of the CUOS (January 1 to December 31), or



- b. the financial year of the applicant, provided at least 6 months of this year fall within the financial year of the CUOS and the organization has a budget and activity plan for this year.
2. In consultation with the organization concerned, the CUOS may decide on a different award period.

#### **Article 6. Grant approval**

1. The CUOS shall notify the applicant of its provisional decision regarding its approval of the activity grant within six weeks of processing an application.
2. For cultural organizations, the CUOS does not decide to determine the activity grant before the advice of the Usva student board has been taken into account;
3. A provisional (favourable) decision to award the activity grant shall contain:
  - a. The amount of the grant and how this amount was determined;
  - b. A description of the activities for which the grant is to be awarded;
  - c. Further information the organization must provide and the conditions under which the grant will be awarded;
  - d. The period for which the grant is awarded;
  - e. any additional conditions or obligations deemed necessary by the CUOS to fulfil the purpose of the grant will also be specified.

#### **Article 7. Rejection of a grant application**

1. The CUOS may refuse to award all or part of the activity grant if:
  - a. an activity or organization does not comply or insufficiently complies with the definition and quality characteristics mentioned in the 'Clusters and Quality Characteristics' list attached as an appendix;
  - b. an organization has sufficient resources to fund its activities. The general rule is that undetermined equity should not exceed 20% of the budget total;
  - c. the requested grant amount is more than 30% of the budget total of a cultural organization, as referred to in the 'Clusters and Quality Characteristics' list;
  - d. insufficient resources are available.
2. The activity grant can also be refused if there is a valid reason to assume that:
  - a. the activities will not take place either in whole or in part;
  - b. the applicant will not meet the obligations attached to the grant;
  - c. the applicant will not properly account for or justify the activities undertaken and the related expenses and income, insofar as they are relevant to the approval of the grant application;
3. Or if the applicant
  - a. has provided incorrect or incomplete information as part of the application and this information might have led to an incorrect decision with regard to the grant;
  - b. has been declared bankrupt or has been granted suspension of payment, or a request to that effect has been submitted to the court.

#### **Article 8. Duties of the grant recipient**

1. Without prejudice to the requirements for the grant allocation, the organization shall submit a written annual report and annual accounts to the CUOS within two months after the end of its financial year. The CUOS may decide that the annual accounts be accompanied by an audit certificate. The annual report and annual accounts shall in any case include:
  - a. A justification of the use of the funding received;
  - b. a summary and an explanation of the activities undertaken;
  - c. an overview of the total number of participants in the activities, including an indication of the ratio of UG students, Hanze UAS students and non-UG and non-Hanze UAS students;



- d. A representation of the promotional materials used for the grant-funded activities, demonstrating compliance with the obligations in paragraph 3.
2. If an organization plans to apply for an activity grant the following year, the CUOS permit that organization to submit its justification concurrently with the application, rather than having to wait two months after the end of the organization's fiscal year.
3. For cultural organizations, as defined in the 'Clusters and Quality Characteristics' list, the Usva logo, as found at <http://www.usva.nl/subsidies/download-logo>, must be clearly legible and in the appropriate color, as also described on the above web page, to be included in all publicity materials, such as flyers, posters and programme booklets. The size of the logo must be at least equal to the other logos depicted, but in no case smaller than one percent of the total area of the flyer, poster or page.

### **Article 9. Withdrawing or modifying a grant award**

Without prejudice to the provisions of Article 10 (7) of the CUOS Regulations, the CUOS may revoke or modify an awarded activity grant to the detriment of the recipient in the event that:

- a. the organization has submitted inaccurate or incomplete information, and a different decision would have been made regarding the grant application had the correct or complete information been provided;
- b. the organization was aware, or should have been aware, that the grant allocation was otherwise incorrect;
- c. the grant recipient failed to comply with the obligations related to the grant following its award;
- d. the grant recipient's legal entity has been dissolved, automatically rendering it ineligible for a grant.

### **Accommodation**

#### **Article 10. The application**

1. Applications for accommodation must be submitted in writing and contain at least:
  - a. a fully completed (application) form B;
  - b. a current budget and activity plan including the estimated number of participants in all activities during the year for which support is requested;
  - c. a document detailing the number of board members, the number of current committees, project groups, University Council parties, as well as an indication of their workload. The document should also indicate the number of ongoing activities, including the number of participants and the amount of revenue generated;
  - d. the most recent two sets of annual accounts and annual reports that have been officially adopted by the organization;
  - e. the organization's certified Articles of Association;
  - f. if applicable: a breakdown of the number of members of the organization, distinguishing between members who are students at the UG and possibly the Hanze UAS, and those who are not. This should also include a summary of the different types of memberships available.

#### **Article 11. Terms and conditions for the allocation of accommodation**

An organization is eligible for accommodation if:

- a. the organization meets the terms and conditions set forth in the CUOS Regulations;
- b. the organization has sufficient space requirements;
- c. the organization and its activities meet the definition of a cluster in the list of 'Clusters and Quality Characteristics' included as an appendix;
- d. the organization has existed for at least two years and can demonstrate a continuity of activity through one or more annually recurring events.



### **Article 12. Application period**

1. Organizations may apply for accommodation for a period of one year.
2. Accommodation is allocated for the period of one academic year (September 1 to August 31), unless the CUOS decides otherwise and provides a reason for the decision.
3. The CUOS may shorten the period granted by up to 2 months if the CUOS deems it necessary due to relocation.

### **Article 13. Continuity**

In order to ensure continuity, the CUOS will only make changes to the allocated accommodation of organizations under any of the following circumstances:

- a. if an organization is no longer eligible for accommodation;
- b. if a new organization is awarded accommodation;
- c. if the range of activities provided by the organization concerned changes significantly;
- d. if an organization is dissolved;
- e. if an organization merges with another organization;
- f. if an organization is evicted.
- g. if, in the opinion of the CUOS, the organization does not meet the terms of the agreement referred to in article 16.

### **Article 14. Decision**

Within six weeks of receiving an application for accommodation, the CUOS will communicate its preliminary decision regarding application to the applicant. A preliminary (favourable) decision to allocate accommodation shall contain:

- a. the location and the specific room or rooms that the CUOS will allocate to the organization;
- b. further information the organization must provide and the conditions under which the accommodation will be allocated;
- c. The period for which the accommodation is allocated;
- d. any additional conditions or obligations deemed necessary by the CUOS to fulfil the purpose of the accommodation. If deemed necessary, the CUOS may establish a fixed time allocation for allocated office spaces whose use is shared by several organizations.

### **Article 15. Assessing applications**

1. The CUOS shall decide how much space an organization requires based on the following information, as provided in the applications:
  - a. the number of board members and their workload (taking into account the number of members of an organization, if applicable);
  - b. the number of currently established committees, project groups, University Council parties and similar entities, along with an indication of their workload;
  - c. the number of ongoing activities, the number of participants and the amount of revenue generated. Activities of an informal nature and those that do not result from the organization's objectives will not be considered when assessing an organization's space requirements.
2. When deciding whether to allocate accommodation to an organization, the CUOS will weigh the benefits against the inconvenience of possible relocation. This is at the discretion of the CUOS.

### **Article 16. Agreement on the use of premises**

1. Each organization that has been allocated accommodation from the CUOS shall be required to sign the Agreement on the use of premises provided by the CUOS within one month of the start of the allocation period.



**Article 17. Starting Date**

These guidelines shall apply from September 1, 2025 and replace all previous Guidelines for Activity Grants and Accommodation.

## **Appendix: Clusters and quality characteristics**

### **Introduction**

For the distribution of the financial resources allocated by the UG Executive Board for Activity Grants to student organizations, the CUOS divides the applicant organizations into one or more clusters using quality characteristics for each cluster.

Pursuant to the provisions of Article 9 paragraph 4 of the CUOS Regulations, no Activity Grants are possible for the following organizations in any case:

- organizations that do not have a positive image for the university and the student population in general;
- organizations that are commercial in nature;
- organizations that have sufficient financial support from other agencies including the Ministry of Education, Culture and Science;
- organizations affiliated with a political party;
- national organizations without administrative and/or substantive input from the population of the UG.

The quality characteristics used were developed from the idea that the UG wants its students' formation to take place not only within education and research, but also through participation in extracurricular activities and active participation in an organization.

In the following paragraphs, the clusters and their corresponding definitions are explained. In principle, an organization is assigned to one cluster. In exceptional cases, when an organization fully meets the definition of multiple clusters and its range of activities falls substantially into each of these clusters, the CUOS may decide to classify an organization into multiple clusters. The CUOS does not intend to budget a fixed portion of the grant for each cluster.

Quality characteristics are given for each cluster. These characteristics give guidance when determining the amount of the grant for which an organization is eligible. If an organization in a certain cluster satisfies more quality characteristics or satisfies the same quality characteristics to a greater extent than another organization in that same cluster, this first organization will in principle be eligible for a higher activity grant. The characteristics are not in order of priority and there is no calculation model for these characteristics to calculate the grant level.

### **1. Umbrella organizations**

#### *Definition*

Organizations whose objective is to promote a particular cluster of student development activities by:

- organizing activities independently;
- supporting associations that are active in that cluster.

#### *Quality characteristics*

- supporting development activities in a broad sense;
- giving broad support to various organizations working within the cluster the umbrella organization focuses on;
- offering a wide range of professionally organized activities;
- providing various courses under (semi)professional guidance;
- having a high number of UG student members or otherwise affiliated UG students;
- having a relatively high attendance (of UG students) at organized activities.



## **2. Career and labour market orientation**

### *Definition*

Organizations with the objective of preparing UG students for the labour market by organizing activities and/or realizing internship opportunities.

### *Quality characteristics*

- organizing meetings, such as workshops and lectures, and providing information materials in the field of labor market orientation;
- contributing to the career services of one or more programmes or faculties of the UG;
- the organization has contacts and organizes activities with the (Northern Dutch) business community;
- supporting students in setting up their own businesses; providing internship mediation and guidance;
- a high number of UG student members or otherwise affiliated UG students;
- having a relatively high attendance (of UG students) at organized activities.

## **3. Internationalization**

### *Definition*

Organizations with the objective of promoting the international orientation of UG students, as well as promoting the interest and participation of foreign students at the UG.

### *Quality characteristics*

- organizing lectures, debates and symposia and conferences to promote the international orientation of students;
- organizing international internships and exchange projects;
- organizing social care for foreign students;
- having a high number of UG student members or otherwise affiliated UG students;
- having a relatively high attendance (of UG students) at organized activities.

## **4. Philosophy**

### *Definition*

Organizations whose objective is to promote the broad philosophical development of students as widely as possible.

### *Quality characteristics*

- organizing a broad range of activities such as lectures, debates, conferences and services to promote students' philosophical development;
- promoting dialogue between the various philosophical currents;
- offering activities in social or individual contexts under professional guidance;
- active participation of UG students in social debate;
- a high number of UG student members or otherwise affiliated UG students;
- a relatively high attendance (of UG students) at organized activities.

## **5. Advocacy**

### *Definition*

Organizations whose objective is to promote the interests of the UG student or the student population in general.

### *Quality characteristics*

- organizing broad interdisciplinary activities such as lectures, debates, symposia and congresses that contribute to student involvement in the UG's administrative agenda or social issues;
- providing (legal) advice;
- supporting a political group in the University Council;
- a high number of UG student members or otherwise affiliated UG students;
- relatively high attendance (of UG students) at organized activities.



## 6. Opinion formation

### *Definition*

Organizations engaged in the opinion formation of UG students by providing a medium:

- not being a faculty- or programme-oriented medium;
- that focuses on the entire student population of the UG.

### *Quality characteristics*

- the medium reaches a significant proportion of the UG's student population;
- the medium devotes attention to relevant social issues from the perspective of students;
- the medium appears on a regular basis;
- the medium is of a demonstrable (popular) academic level;
- the medium is able to acquire its own (sponsor) income;
- the medium has a positive image for the university and the student population in general.

## 7. Cultural organizations

### *Definition*

Organizations whose purpose is to stimulate the active participation and development of arts and culture among students in Groningen. The activities of the organization must therefore contribute to the development of art and culture among students in Groningen.

### *Quality characteristics*

- the organization organizes activities that fit Usva's objectives and are of value to the cultural activities available to students in Groningen;
- the organization focuses on innovative, original and/or novel activities;
- the organization organizes activities that aim to get students thinking about art and culture in a new way, or bring students into contact with an art form they would not normally come into contact with;
- the organization offers the opportunity for professional and/or personal development of the participants of the activities, with emphasis on a multidisciplinaryity.

## 8. Other organizations

### *Definition*

Organizations that do not fall in one of the clusters above and organize activities aimed at the general student population.

### *Quality characteristics*

- the organized activity or activities have a positive impact on the university and the student population in general;
- organizing or supporting activities for the benefit of all UG students at the request/on behalf of the Board;
- having a relatively high attendance (of UG students) at organized activities.