

CUOS Guidelines for Activity Grants and Housing

General

Article 1 Provision of information and deadlines

1. CUOS is responsible for providing accurate and timely information to eligible organizations about opportunities to apply for activity grants and/or housing.
2. Applications must be submitted by 31 January at the latest.
3. CUOS may request additional information in order to carry out an accurate assessment.

Article 2 Refusing applications

CUOS may decide not to process an application if:

- a. The application is incomplete.
- b. The information provided is insufficient for assessing the application or for preparing the decision to award a grant and/or allocate housing.

In such cases, CUOS will give the applicant the opportunity to complete and resubmit the application within four weeks. A decision to refuse an application will be made known to the applicant within four weeks after submitting the completed application or after the specified period for re-submitting an application has lapsed.

Activity grant

Article 3 The application

1. Applications for an activity grant must be submitted in writing and contain at least:
 - a. A fully completed 'Activity Grant' application form.
 - b. A current budget and an up-to-date activity plan.
 - c. The organization's two most recent approved annual accounts and annual reports.
 - d. The certified Articles of Association.
 - e. If applicable: an overview of the number of members of the organization, broken down by members who are students at the UG and/or Hanze University of Applied Sciences and members who are not, including an overview of the various possible forms of membership.
 - f. An organization may refer to a document previously delivered to CUOS for the documents referred to under b up to and including e, provided that CUOS has the most recent version in its possession.

Article 4 Grant conditions

An organization is eligible for an activity grant if:

- a. It satisfies the conditions of the CUOS Regulations.
- b. The organization and activities of the organization comply with the definition of a cluster in the 'Clusters and Quality Characteristics' list included in the appendix.
- c. The organization has a clear and consistent financial policy; the organization can demonstrate that it spends its funds effectively.

- d. There is a certain degree of continuity in the activities organized by the organization, as evidenced by one or more annually recurring activities.

Article 5 Application and allocation period

1. An activity grant is awarded based on the (intended) activities of the applicant in:
 - a. the financial year of CUOS (1 January through 31 December), or
 - b. the financial year of the applicant, provided that at least six months of this year fall within the financial year of CUOS and the organization has a budget and activity plan for this year
2. CUOS can, in consultation with the organization concerned, decide on a different allocation period.

Article 6 Grant amount

1. Within six weeks of receiving an application, CUOS will communicate its provisional decision regarding the awarding of an activity grant to the applicant.
2. A provisional decision to award an activity grant will state:
 - a. The amount and the way in which this amount has been determined, whereby the amount is calculated based on the quality characteristics in the 'Clusters and Quality Characteristics' list.
 - b. A description of the activities for which the grant has been awarded.
 - c. Further details that the organization must provide and/or conditions under which the grant will be awarded.
 - d. The period for which the grant is awarded.
 - e. The time limit within which the amount is paid.
 - f. Any additional conditions and/or obligations set by CUOS to achieve the objective of the grant.

Article 7 Rejecting a grant application

1. CUOS can reject a grant application in whole or in part if:
 - a. An activity or organization does not comply or insufficiently complies with the definition and characteristics mentioned in the 'Clusters and Quality Characteristics' list included in the appendix.
 - b. There are insufficient resources available.
2. The activity grant application may also be rejected if there is a valid reason to believe 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 expenditure and income, insofar as these are important for approving the grant application.
3. Or if the applicant:
 - a. Has provided incorrect or incomplete information while the provision of the information could have led to an incorrect decision with regard to the grant.
 - b. Has been declared bankrupt or has been granted a suspension of payments, or a request for such has been submitted to the court.

Article 8 Duties of the grant recipient

Notwithstanding the conditions stipulated in these Regulations for the allocation of a grant, the organization will send an annual report and annual accounts to CUOS within two months of the end of the organization's financial year. CUOS may decide that the annual accounts must be accompanied by an audit certificate. The annual report and annual accounts must state at least:

- a. A justification of the use of the received funding.
- b. A summary and an explanation of the activities undertaken.

- c. A comprehensive overview of the total number of participants in the activities, including an indication of the ratio of UG students and/or Hanze UAS students and non-UG students and/or non-Hanze UAS students.

Article 9 Revoking or changing the grant amount

Notwithstanding the provisions in Article 9.6 of the CUOS Regulations, CUOS may revoke the approved activity grant or change it to the detriment of the recipient if:

- a. The organization has provided incorrect or incomplete information, while the provision of correct or complete information would have led to a different decision with regard to the awarding of the grant.
- b. The amount of the grant was incorrect and the organization was aware of this or should have been aware of this.
- c. The grant recipient did not fulfil the obligations attached to the grant after the amount had been determined.
- d. The legal personality of the grant recipient has been dissolved and so automatically is no longer eligible for a grant.

Housing

Article 10 The application

1. Applications for housing must be submitted in writing and contain at least:
 - a. A fully completed 'Housing' application form.
 - b. A current budget and an up-to-date activity plan, including estimations of the number of participants in all activities during the year for which support is requested.
 - c. A document detailing the number of board members and existing committees, project groups, University Council student parties, etc., as well as an indication of their workload and the amount of existing activities, the number of participants therein and the turnover thereof.
 - d. The organization's two most recently approved annual accounts and annual reports and the certified Articles of Association.
 - e. If applicable: an overview of the number of members of the organization, broken down by members who are students at the UG and/or the Hanze UAS and members who are not, including an overview of the various possible forms of membership.
2. An organization may refer to a document previously delivered to CUOS for the documents referred to under b up to and including e, provided that CUOS has the most recent version in its possession.

Article 11 Conditions for the allocation of housing

An organization is eligible for housing if:

- a. It satisfies the conditions stipulated in the CUOS Regulations.
- b. The organization requires the space.
- c. There is a certain degree of continuity in the activities organized by the organization, as evidenced by one or more annually recurring activities.

Article 12 Application period

1. Organizations apply for housing for a period of one year.
2. Housing is granted for a period of one year, unless CUOS decides otherwise (stating reasons).

Article 13 Continuity

To ensure continuity, CUOS will only make changes to the allocated housing of organizations under the following circumstances:

- a. If an organization is no longer eligible for housing.
- b. If a new organization is granted housing.
- c. If major changes occur in the range of activities offered by the organization concerned.
- d. If an organization is disbanded.
- e. If an organization merges with another organization.
- f. If an organization expands.

Article 14 Approval

Within six weeks of receiving an application, CUOS will communicate its provisional decision regarding the housing request to the applicant. A provisional decision to grant housing contains:

- a. The number of square meters that the organization can claim.
- b. The location and the specific room(s) that CUOS will allocate to the organization.
- c. A description of the activities for which the housing has been allocated.
- d. Further details that the organization must provide and/or conditions under which the housing will be allocated.
- e. The period for which the housing is allocated.

- f. Any additional conditions and/or obligations set by CUOS to achieve the purpose of the housing.

Article 15 Application assessment

1. CUOS decides how much space an organization requires based on the following information, as stated in the applications:
 - a. The number of board members and their workload (also taking into account the number of members of an organization, if applicable).
 - b. The number of existing committees, project groups, University Council student parties, etc. and their workload.
 - c. The number of existing activities, the number of participants therein and the turnover thereof. Informal activities and activities that do not result from the organization's objectives are not taken into account when assessing an organization's space requirements.
2. When deciding whether to allocate housing to an organization, CUOS weighs up the benefits against the disruption caused by relocation activities. The decision on these matters is at the discretion of CUOS.

Article 16 Starting date

1. These Regulations came into effect on 1 January 2012.
2. These guidelines were adopted by CUOS on 15 August 2018, as stipulated in the CUOS Regulations.