



# CUOS Regulations Governing the Internationalization and Inclusion Grant

## General

### Article 1. Definitions

The following definitions are used in these Regulations:

- a. The University, the UG: the University of Groningen
- b. The Board of the University, the Board: The Board of the University of Groningen
- c. CUOS: Centraal Uitvoeringsorgaan voor de Studentenorganisaties; Central Executive Board for Student Organizations
- d. The Regulations: the CUOS Regulations
- e. Grant: the financial contribution awarded by CUOS or the University of Groningen to facilitate the organization of certain activities of a student organization, as opposed to a payment for goods or services provided to CUOS
- f. Internationalization and Inclusion Grant: the financial contribution awarded by CUOS, provided to stimulate inclusion within existing student organizations.
- g. Awarding a grant: the decision taken by CUOS to award a grant in principle and subject to conditions.
- h. Organization: a student organization that focuses on the University of Groningen student community, defends and promotes the interests of University of Groningen students, is essentially open to all University of Groningen students and whose Board consists of students.
- i. Approval of a grant: the definitive decision taken by CUOS to award a grant.
- j. Financial year: the financial year of CUOS, running from 1 January until 31 December.
- k. Student: person who is registered as such at the University of Groningen or a person who is affiliated with the University of Groningen as a PhD student. The student or PhD student will be considered a student for the purposes of these Regulations for the entire academic year in which they graduate.

### Article 2. Organizations eligible for the Internationalization and Inclusion Grant

Organizations must meet all of the following conditions in order to be eligible for the Internationalization and Inclusion Grant:

1. The organization is a student organization in Groningen
2. The Articles of Association must state at least the following:
  - a. The organization is a foundation or association
  - b. The organization works on a non-profit basis
  - c. The board comprises only students
3. The organization has a legal personality and is registered with the Dutch Chamber of Commerce
4. The organization contributes to the positive image of the University of Groningen or Groningen as a student city
5. The organization draws up a budget, annual report and annual accounts every year
6. The organization offers a diverse range of activities, requiring board work throughout the year



### **Article 3. Financial necessity**

1. Financial support is only awarded insofar as it is demonstrated that there is a financial necessity for support. Whether or not the financial support was indeed necessary is determined retrospectively.
2. The financial contribution awarded by CUOS towards social activities may not exceed 70% of the costs.

### **Article 4. Total funding available**

1. A maximum amount of € 1,000 can be awarded to each organization.
2. An application can be submitted jointly by several student organizations. In this case, the requested amount shall be deducted in equal parts from the total amount of funding available to the applicants.
3. Each year, CUOS determines in its annual report the total amount of funding available for the coming financial year on the basis of available resources.
4. If the number of applications exceeds the maximum amount of funding available, CUOS reserves the right to determine which applications are most eligible for an Inclusion Grant.

### **Article 5. Application procedure**

1. Grant applications must be submitted by 12 p.m. on 31 March of the relevant academic year. Applications will only be processed by CUOS if organizations provide the following information in advance:
  - a. A fully completed application form
  - b. The appendices specified in the application form
2. An application for a joint activity or project may be submitted by cooperating organizations as a single application. Once a grant has been awarded, it will be paid out to the lead applicant. The lead applicant is also responsible for the distribution and justification of the grant.

### **Article 6. Additional information**

In order to carry out an accurate assessment, CUOS may request additional information.

### **Article 7. Substantive assessment criteria**

Submitted applications will be assessed by CUOS on the following points:

1. Content (quality and substantiation)
2. Objectives and desired result
3. Target group and scope (size, need and additional range of activities)
4. Organizational approach and the results hereof (professionalism, feasibility and timeline)
5. Level and reasonableness of costs and revenues
6. Opportunities and commitment to generate own income
7. Ratio between the requested grant and own income and expenses

### **Article 8. Weighting factors**

When assessing an application and determining the grant amount to be awarded, CUOS takes into account the following weighting factors:

1. Does the activity contribute to the diversity of the range of student activities?
2. Is there support for the activity?
3. Does the activity fit in with the University of Groningen's policy?
4. Does the activity contribute to the (broad) academic development of the participants?
5. Does the activity contribute to inclusion within the student organization?



## Decision-making

### **Article 9. Provisional decision**

1. CUOS will inform the applicant of its provisional decision within six weeks of receiving the application.
2. A provisional decision includes:
  - a. The amount of the grant to be awarded
  - b. Further details that the organization must provide and/or conditions under which the grant will be definitively awarded
3. The grant is paid out once the decision to award the grant has been made.

### **Article 10. Justification**

1. The organization must send an activity evaluation and a financial statement to CUOS no later than eight weeks after the end of the activity for which a grant has been awarded. The activity evaluation and the financial statement must include at least:
  - a. Justification of the use of the received funding
  - b. A summary and an explanation of the activities undertaken
  - c. If applicable, an overview of the total number of participants of the activities
2. If the activities had already taken place when the decision to award a grant was taken, the activity evaluation and financial statement must be submitted no later than three weeks after the date on which the decision was made.

### **Article 11. Reduction of the grant**

CUOS is entitled to reduce the grant or set it at € 0 if

1. In its opinion, the activities fail to sufficiently meet the organization's objectives
2. The activities for which a grant was awarded have not taken place, either in whole or in part
3. The organization has not properly accounted for or justified the activities undertaken and the associated income and expenses
4. 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
5. The amount of the grant was incorrect and the organization was aware of this or should have been aware of this
6. The activities do not meet the obligations attached to the grant

### **Article 12. Definitive decision**

On the basis of the documents submitted pursuant to Article 10 and the possible applicability of Article 11, CUOS takes a definitive decision regarding the grant amount to be awarded.

### **Article 13. Views and objections**

1. Decisions taken by CUOS regarding the distribution of the Internationalization and Inclusion Grant are decisions on behalf of the Board.
2. The applicant may submit their views on the provisional decision to CUOS within ten working days of the date of the decision being sent. After these ten working days, CUOS shall take a definitive decision and communicate that decision to the organization.
3. Organizations have the right to lodge an objection with the Board within six weeks after a definitive decision has been announced, pursuant to the General Administrative Law Act (AWB).

### **Article 14. Unforeseen circumstances**

All matters not provided for by these Regulations will be decided by CUOS.



**Article 15. Citation**

These regulations may be cited as: CUOS Regulations Governing the Inclusion Grant.

**Article 16. Date of commencement**

These Regulations will take effect on 1 September 2019 and will replace the CUOS Internationalization Grants Regulations.