



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 31 January 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

CUOS may decide not to process an application if:

- a. The application is incomplete; or
- b. The information provided is insufficient to assess the application or to prepare 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 four weeks. 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 submitted in writing and contain at least:
 - a. A completed 'Activity Grant' application form;
 - b. A current budget and a current activity plan;
 - c. The organization's two most recent approved annual accounts and 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 fulfil the conditions defining a cluster in the 'Clusters and Quality Characteristics' list included as an annex;
- 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 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 based on the planned or actual activities of the applicant in:
 - a. The CUOS's financial year (1 January to 31 December); or
 - b. The applicant's financial year, provided that at least six months of this year fall within the CUOS's financial year and the organization has a budget and activity plan for this year.



2. The CUOS may, in consultation with the organization concerned, 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. A provisional (favourable) decision to award a activity grant shall contain:
 - a. The amount and the way in which this amount has been determined, which shall be 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 information that 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 further 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. If the CUOS determines that one or more of the following conditions apply, the application for an activity grant may be rejected, in whole or in part:
 - a. An activity or an organization does not comply or insufficiently complies with the definition and characteristics mentioned in the 'Clusters and Quality Characteristics' list included in the annex;
 - 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. 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 be conducted 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 material to the approval of the grant application; or
 - d. If the applicant:
 - i. has provided incorrect or incomplete information and this information might have led to an incorrect decision with regard to the grant;
 - ii. has been declared bankrupt or has been granted a suspension of payments, or a request for such has been submitted to the courts.

Article 8. Duties of the grant recipient

1. Without prejudice to the requirements for grant allocation, the organization shall submit a written annual report and annual accounts to the CUOS within a period of two months following the end of its financial year. The CUOS may decide that the annual accounts must 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. A comprehensive overview of the total number of participants in the activities, including an indication of the ratio of UG students and Hanze UAS students, and non-UG students and non-Hanze UAS students.
2. If an organization plans to apply for an activity grant the following year, the CUOS may permit it to submit its justification concurrently with the application, rather than having to wait two months after the end of the organization's financial year.

Article 9. Withdrawing or modifying a grant award

Without prejudice to the provisions of Article 10(6) 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 personality 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 complete 'accommodation' application form;
 - b. A current budget and a current activity plan, including estimates 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, the number of current committees, project groups, and 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. Where relevant, a breakdown of the organization's membership numbers, distinguishing between members who are students at the UG and where relevant, the Hanze UAS, and those who are not. This should also include a summary of the different types of memberships available.
2. An organization may refer to a document previously provided to the CUOS in providing the documents referred to under points b up to and including point e, provided that the CUOS has the most recent version in its possession.

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 out in the CUOS Regulations;
- b. The organization requires the space;
- c. The organization and its activities fulfil the conditions defining a cluster in the 'Clusters and Quality Characteristics' list included as an annex;
- 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, starting from 1 September and ending on 31 August the following year, unless the CUOS determines otherwise and provides a reason for the decision.

Article 13. Continuity

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 granted accommodation;
- c. If the range of activities provided by the organization concerned change significantly;
- d. If an organization is dissolved;
- e. If an organization merges with another organization;
- f. If an organization expands.



Article 14. Approval

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

- a. The location of and the specific room or rooms that the CUOS will allocate to the organization;
- b. A description of the activities for which the accommodation has been allocated;
- c. further information that the organization must provide and the conditions under which the accommodation will be allocated;
- d. The period for which the accommodation is allocated;
- e. Any further conditions or obligations deemed necessary by the CUOS to fulfil the purpose of the allocation of the accommodation shall also be specified.

If deemed necessary, the CUOS may establish a rota for the assignment of office spaces that are shared by multiple 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 (also 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 existing activities, the number of their participants, and their turnover. Informal activities and activities that do not result from the organization's objectives shall not be taken into account when assessing an organization's space requirements.
2. When deciding whether to allocate accommodation to an organization, the CUOS shall assess the benefits against the disruption caused by relocation activities. This is at the discretion of the CUOS.

Article 16. Starting date

These Guidelines shall apply from 1 September 2022 and replace all previous Guidelines for Activity grants and accommodation.