

# CUOS Regulations Governing the Internationalization and Inclusion Grant

## General

### **Article 1. Definitions**

The following definitions shall apply 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. The CUOS: The Central Executive Board for Student Organizations.
- d. The Regulations: the CUOS Regulations.
- e. Internationalization and Inclusion Grant: the financial support provided by the CUOS to promote internationalization and inclusion in existing student organizations.
- f. Awarding a grant: the decision taken by CUOS to award a grant in principle and subject to conditions.
- g. Organization: a student organization that focuses on the UG's student community, works in the interests of UG students, is generally open to all UG students, and whose executive board consists of students;
- h. Grant adoption: the CUOS's decision to finalize and approve a grant.
- i. Financial year: the CUOS's financial year, being the period from 1 January to 31 December.
- j. Student: a person enrolled as such at the University of Groningen or a person affiliated with the University of Groningen as a PhD candidate. For the purposes of these regulations, individuals who are graduating as a student or as a PhD candidate in the current academic year are considered to be students.

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

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

1. The organization is a student organization in Groningen;
2. The organization's Articles of Association must include:
  - a. The organization is a foundation or association;
  - b. The organization operates on a non-profit basis;
  - c. The board comprises only of students;
3. The organization has a legal personality and is registered with the Dutch Chamber of Commerce;
4. The organization plays a role in promoting the reputation of the UG or of Groningen as a university city;
5. The organization prepares a budget, annual report, and annual accounts every year;
6. The organization engages in a broad spectrum of activities, necessitating a Board to work throughout the year;
7. The organization is generally open to all UG students and those of the Hanze UAS. Although an organization may primarily focus on a particular culture or nationality, it is prohibited from excluding students on this basis.

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

1. Financial support is only granted insofar as it is demonstrated that there is a financial need for support. The need for financial support will be assessed retrospectively.
2. The CUOS's grant for social activities may not exceed 70% of the total costs.

3. The CUOS's grant for activities mainly focused on food and beverages or the development of general advertising materials may not exceed 50% of the total costs.
4. The CUOS shall not provide grants for the translation of non-essential documents, translations completed by someone other than a qualified translator, alcoholic beverages, the financial compensation of members, or the association's general expenses.

#### **Article 4. Grant ceiling**

1. A maximum grant of €1,000 can be awarded per organization.
2. An application can be submitted jointly by several student organizations. In that case, the requested amount will be deducted in equal portions from each applicant's grant ceiling.
3. Each year, the CUOS shall determine 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 grant ceiling, the CUOS reserves the right to assess the eligibility of each application and determine which ones 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 the CUOS if organizations provide the following information in advance:
  - a. A complete application form;
  - b. The appendices mentioned therein.
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, the CUOS may request additional information.

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

The CUOS will conduct a substantive assessment of any applications submitted, based on the following criteria:

1. Content (quality and substantiation);
2. Objectives and desired result;
3. Target group and scope (size, need, and additional range of activities);
4. The organizational approach and how it is elaborated, taking into account professionalism, feasibility, and the time frame;
5. The level and reasonableness of the income and expenditure;
6. The capability and dedication needed for the applicant to generate its own income;
7. The ratio between the requested grant and the applicant's own income and expenditure.

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

When assessing an application and determining the grant amount to be awarded, the CUOS shall take 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. Is the activity in keeping with University of Groningen policy;
4. Does the activity contribute to the general academic development of the participants?
5. Does the activity contribute to inclusion within the student organization?

# Decision making

## **Article 9. Provisional decision**

1. The CUOS shall inform the applicant of its provisional decision within six weeks of taking the application into consideration.
2. A provisional decision shall include:
  - a. the amount of the grant to be awarded;
  - b. further information that the organization must provide and the conditions under which the grant will be definitively awarded;
3. The grant shall be paid out once the decision to award the grant has been made.
4. The applicant may submit their views on the provisional decision to the CUOS within ten working days of the date of the decision being sent.

## **Article 10. Justification**

1. The organization must send an activity report and a financial statement to the CUOS no later than eight weeks after the end of the activity for which a grant has been awarded. The substantive assessment and financial statement shall in any event include:
  - a. Justification for the use of the funding received;
  - 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 been carried out when the decision to award a grant was taken, the activity report 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**

The CUOS may reduce a grant or set it to €0 if:

1. In its opinion, the activities fail sufficiently to meet the organization's objectives;
2. The activities for which a grant was awarded were not carried out or have not been carried out completely;
3. The organization did not properly account for or justify the activities undertaken and the associated income and expenditure;
4. The organization 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;
5. The organization was aware, or should have been aware, that the grant award was otherwise incorrectly decided;
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 subject to Article 11, the CUOS shall take a definitive decision regarding the grant amount to be awarded.

## **Article 13. Objection**

1. Decisions taken by the CUOS regarding the distribution of the Internationalization and Inclusion Grant are decisions taken on behalf of the Board.
2. In accordance with the General Administrative Law Act (Awb), an objection can be lodged with the Board against a decision based on this regulation within six weeks of the decision being announced.

## **Article 14. Unforeseen circumstances**

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

## **Article 15. Citation**

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

## **Article 16. Entry into force**

These regulations shall enter into force on 1 September 2022.