

Application Form for Re-Evaluation of the Graduation Fund

Apply by sending your application via e-mail to cuos.aanvraag@rug.nl. The deadline is the 15th of November at 12:00, noon.

This form is meant to request the inclusion in the Graduation fund or the re-evaluation of the board grants. A complete application consists of both this form and all the other requested documents.

General information:

1) Name of your association:
(as mentioned in your Articles of Association)

2) Used name:
(when different from 1)

3) Address, ZIP-code, city:

4) Phone number of the organisation:

5) E-mail address of the organisation:

6) Name contact person:

7) Phone number of the contact person:

8) E-mail address of the contact person:

This application is about a: Sports association
 Study association
 Other association

Student association (e.g. Vindicat)
 Cultural organisation

A request for the *re-evaluation* of an organisations status within the Graduation Fund needs to be handed in before **November 15th, 12:00h** of the last academic year in which the organisation is part of the Graduation Fund.

A request to be *added* to the Graduation Fund needs to be handed in before **November 15th, 12:00h**. If your request is accepted, you will also receive a board grant for the year in which you made the request.

**All documents, including this form, need to be send digitally to
cuos.aanvraag@rug.nl.**

Mandatory:

- a) Current Articles of Association (Statuten) of your organisation, signed by a notary.
Title: "1. Statutes [org]"
- b) Chamber of Commerce extract Title:
"2. Extract KvK [org]"
- c) The most recent budget of your organisation.
Title: "3. Budget [year][org]"
- d) Annual financial reports, that have been approved, of the past three years, including commentary.
Title: "4. Financial year report [year][org]"
- e) Annual secretarial reports, that have been approved, of the past three years, conform Form J.
Title: "5. Secretarial year report [year][org]"
- f) Activity overview of the past three years conform Form D.
Title: "6. Activities [year][org]"
- g) The most recent list of all paying members conform Form L.
Title: "7. Membership list [org]"

Only when relevant:

- a) Proof of the number of paying members.
Title: "8. Proof paying members"
- b) Proof of regular contact with the study coordinator or Faculty board.
Title: "9. Proof regular contact [org]" **(only study associations)**
- c) Proof of the exploitation of a building and the number of office hours. Title: "10. Proof exploitation building [org]" **(only associations that have their own/share a building)**

General conditions:

- 1) In which article of your Articles of Association can we find the formal goal of your organisation?
- 2) Where in your Articles of Association does it specify that your organisation is focused on the student body of the UG/HG?
- 3) In which article of your Articles of Association can we find who can become a board member of your organisation?
- 4) In which article of your Articles of Association can we find that your organisation works on a non-profit basis?
- 5) Where in your Articles of Association can we find who can become a member of your association?
- 6) Is your organisation an association?
 Yes? Fill in the 'members' part. No? Skip the 'members' part.

Members:

- 1) How many members does your association have this year?
of members
Date
- 2) How is the above mentioned number of members constituted?
RUG-students
HG-students
RUG-staff
Alumni
Others, namely...
- 3) How much membership fees do your members pay on a yearly basis? Explain how you collect these fees and where we can find this in your financial reports.
- 4) On which dates did your organisation organise its introduction camp over the past three years?

Attention! From now on, you should only fill in the questions related to the category of your association!

Sports Associations	Study Associations
<p>a) Is your association connected to ACLO? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b) Does your association receive a contribution for high-level competitive sports from the sports center or ACLO?*</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>c) Is your association responsible for the exploitation of a building?*</p> <input type="checkbox"/> Yes <input type="checkbox"/> Yes, shared with: <input type="text"/> <input type="checkbox"/> No	<p>a) Which course/faculty does your association focus on?</p> <div data-bbox="895 427 1374 723" style="border: 1px solid black; height: 132px; width: 100%;"></div> <p>b) Does your association have a content-focused (digital) magazine?*</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
Cultural organisations	Student Associations
<p>a) Is your organisation responsible for the exploitation of a building?*</p> <input type="checkbox"/> Yes <input type="checkbox"/> Yes, shared with: <input type="text"/> <input type="checkbox"/> No	<p>a) Is your association responsible for the exploitation of a building?*</p> <input type="checkbox"/> Yes <input type="checkbox"/> Yes, shared with: <input type="text"/> <input type="checkbox"/> No
Other organisations	<p>*Attention! You need to provide proof in your documents for all the questions that you answered with 'yes'.</p>
<p>a) What description fits best for your organisation?</p> <input type="checkbox"/> Religious / Philosophical <input type="checkbox"/> International <input type="checkbox"/> Promoting student interests	

Disclaimer!

This English version of Form A has been translated by members of the CUOS Board. Although we have tried our hardest to translate this document as well as we can, it might be that some questions could be interpreted differently after being translated.

The Dutch version of Form A will be guiding if there is any uncertainty about the exact meaning of the questions. Any further questions about Form A can be sent to cuos.secretaris@rug.nl or cuos@rug.nl.