



Regulations Subsidy Fund for Culture

March 2023

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Article 1. Definitions

- 1.1 Academic weeks: Throughout the whole year, except for the summer and Christmas holidays as set by the academic calendar of the University of Twente.
- 1.2 General Assembly (GA): The general assembly of Apollo.
- 1.3 Apollo: The cultural umbrella association of the University of Twente and keeper of the fund.
- 1.4 Board: The board of Apollo, as chosen by the GA.
- 1.5 Financial year: The SFC has its financial year from 1st January to 31st December.
- 1.6 Sports & Culture (S&C): Department responsible for the Cultural Sector within the University of Twente
- 1.7 Cultural Association: A cultural association or foundation from the University of Twente, or Apollo itself.
- 1.8 Finance (FIN): The financial department of the UT that does the operations for the cultural sector of the UT.
- 1.9 Financing Guarantee: A subsidy that is granted before a cultural activity, but with which the actual paid out sum will be determined by the final realisation of the budget.
- 1.10 Loan: A financial support that will be paid back after an agreed upon period of time.
- 1.11 Student: A student that is associated with an educational establishment in Enschede, in possession of a UnionCard or a Campus Card.
- 1.12 Student Union (SU): The board of the 'Stichting Student Union Universiteit Twente'.
- 1.13 Subsidy: A financial support that is granted and paid out before a cultural activity, irrespective of the final result.
- 1.14 Subsidy Advisory Committee (SAC): A committee, as described in article 5.1, that gives advice to the board about granting financial support to cultural associations and cultural activities.
- 1.15 Subsidy Fund for Culture (SFC): The fund from which financial support is provided for cultural events and activities.
- 1.16 University of Twente (UT): The university established on the campus in Enschede.
- 1.17 Cultural event or - activity: An event or activity whose main focus lies within the cultural sector. Cultural in this case refers to the sector(s) of (performing) arts, theatre, music, dance, and/or similar.
- 1.18 Event or activity with cultural element(s): An event or activity that by nature is not cultural (such as a party or festival) but has elements that pertain to culture. The cultural element has to be provided by (a) student(s) or a cultural association.

Article 2. Objective

- 2.1 The Subsidy Fund for Culture has the objective of enabling and stimulating cultural activities and events as defined in Article 6, organised by and/or for students and cultural associations.

Article 3. Forms of support

- 3.1 Financing Guarantee.
- 3.2 Loan.
- 3.3 Subsidy.

Article 4. Management and means

- 4.1 Apollo manages the SFC.



- 4.2 The Student Union deposits a yearly apportioned sum into the SFC account. Changes in this amount are determined by the SU in consultation with Apollo and the SAC.
- 4.3 The board of Apollo grants the financial supports from the SFC and pays out these sums.
- 4.4 The board of Apollo is required to get advice from the SAC before granting and paying out financing guarantees, subsidies and loans.

Article 5. Inspection and management

- 5.1 The SAC consists of at least one member of Finance, one member of S&C and one member of Apollo, but preferably five members. The fourth member is the portfolio holder Sports & Culture of the SU. The fifth member will be chosen by Apollo, in deliberation with the SAC.
- 5.2 The SAC meets at least once every five academic weeks.
- 5.3 At every SAC meeting the board needs to provide an overview of the open subsidies and the distribution of the SFC of that financial year.
- 5.4 The SAC informs the GA about the given advice surrounding grants, rejections and payments.
- 5.5 The bookkeeping of the SFC will be checked by the auditing committee of Apollo before each GA that discusses finances, before the discharge of the Apollo treasurer, and at the end of the financial year.
 - 5.5.1 Such a bookkeeping check consists of at least a check of the treasurer's record-keeping (invoices, bills, transactions, accounts, etc) and potential financial pieces presented to the GA.
- 5.6 At least 3 months and at most 6 months after the end of the financial year the board needs to present a financial year result of the SFC to respectively:
 - 5.6.1 The SAC, for information;
 - 5.6.2 The GA, for approval;
 - 5.6.3 The Student Union, for approval.

Article 6. Subsidisable activities

- 6.1 The SFC supports cultural activities and events (1.17) that are organised by and/or for cultural associations (1.7) or students (1.11).
- 6.2 Workshops, and study- or rehearsal days/weekends (or events similar in nature) which promote the cultural discipline that are in line with the nature of the association can be supported to a certain extent as described in article 10.3.
- 6.3 The SFC supports events with cultural elements (1.18) that are organised by and/or for cultural associations or students to a certain extent as described in article 10.4.
- 6.4 When there is a shortage of funds in the SFC, activities will be supported in the order named below:
 - 6.4.1 First, the SFC supports cultural events organised by cultural associations for students
 - 6.4.2 Secondly, the SFC supports cultural events organised by and/or for students.
 - 6.4.3 Thirdly the SFC supports initiatives of cultural associations as mentioned in article 6.2.
 - 6.4.4 Fourthly, the SFC supports events with cultural elements as mentioned in 6.3.

Article 7. Criteria for a financing guarantee

- 7.1 Eligible events need to be accessible for all students (1.11) and can be accessible for other target groups (such as the general public), with the exceptions of closed, member-only activities as mentioned in article 6.2.
- 7.2 During eligible events UnionCard holders need to be able to get an advantage, this could be done financially or otherwise. The board, with the advice of the SAC, will decide if the advantage is sufficient.

There is an exception for freely accessible events where the advantage of UnionCard holders is not financially in proportion with the subsidy.

- 7.3 The financial guarantee can only be used for the costs of the event, like renting a location, material, transportation of the materials or professional support. Personal costs of the participants, such as the stay, food and the transportation of persons are not included. The rent of external locations can only be paid for if there are grounded reasons for the use of such a location, instead of a location on Campus.
- 7.4 Support for events with cultural elements can only be used for the costs of the cultural element and costs made to facilitate the cultural element, such as technical support. Costs, such as the location of the event or personal costs are not eligible for financial support.
- 7.5 The costs of the event need to be estimated reasonably.
- 7.6 Requests for separate events and/or activities needs to be applied for separately.
- 7.7 Apollo and the Student Union, and their logos need to be mentioned and included in the promotion of the events, with the exceptions of closed activities as described in article 6.2.

Article 8. Criteria for loans

- 8.1 A loan can only be given if by organising a cultural activity the legal body, that is concerned with organising that activity, will get in financial distress if they do not get a loan.
 - 8.1.1 The conditions of paying back the loan will be written down per case in an agreement.
- 8.2 A loan can only be given if the liquidity of the SFC allows it, and the borrower can carry the load of the loan.

Article 9. Criteria for a subsidy

- 9.1 A subsidy can only be granted if the organising organisation can prove that the association or foundation will be in liquidity problems if the result of the event is not positive.
- 9.2 A written record will be made of the conditions for the subsidy for each case.
 - 9.2.1 A request for a subsidy must meet at least the criteria for financing guarantees mentioned in article 7. Furthermore, all other stipulations of these regulations still hold.

Article 10. Maximal support and conditions.

- 10.1 A request for a financing guarantee, subsidy or loan can be €1650,- at most.
- 10.2 A request for a financing guarantee as meant in article 6.2 can be at most €1250,- per year per association. The division of these funds between study or rehearsal days/weekends and workshops is done by the association itself.
- 10.3 A request for a financing guarantee as meant in article 6.3 can be at most €500,- per event.
- 10.4 If a cultural association is setting up a new initiative, they do not need to pay an own contribution.
 - 10.4.1 A new initiative is defined as an event or activity that has not happened in the past 2 years and does not occur periodically.
- 10.5 Occasionally, a deviation can be made from this amount. This will be decided upon by the board in consultation with the SAC.

Article 11. Application procedure

- 11.1 A request for every kind of financial aid must be in possession of the board at least six academic weeks before the event.

Watch out: if the initial request is denied, it can occur that the answer to a potential appeal is issued after the event happened. Therefore, apply for SFC on time.
- 11.2 An application must be done with a standard application form, as provided by the board, and must contain all information necessary to decide on the request. This includes at least a budget, an explanation of the budget and an action plan in an accompanying letter. These documents must follow the criteria elaborated

upon in the appendix of these regulations.

- 11.2.1 The action plan must show how the organisation thinks they will reach the requirements as described in these regulations.
- 11.3 The criteria for a budget are elaborated upon in the appendix of these regulations.
- 11.4 All applications, all documents, and all communication regarding the applications need to be written in English.

Article 12. Method of handling

- 12.1 The request will be handled on the first SAC meeting.
- 12.2 The SAC gives advice to the board about the request.
- 12.3 The board evaluates the request, after hearing the advice of the SAC, in their first board meeting.
- 12.4 The board will give a written decision about the application at the latest two academic weeks after making the decision, so that there are at most eight academic weeks between the application and the announcement of the decision.

Article 13. Payment of the financial support

- 13.1 A financial report of the event needs to be handed in to the board. The criteria for a financial report are described in the appendix of these regulations.
 - 13.1.1 The financial report needs to consist of a payment form, the financial result and a letter with evaluation of the event.
 - 13.1.2 The financial report needs to be in possession of the board at the latest 3 months after the event or activity. When this is during the summer or Christmas holidays, the financial report needs to be in possession of the board at the latest at the end of the second academic week of the UT schedule.
 - 13.1.3 The final sum will be determined as described in article 12.
 - 13.1.4 When the period of three months is too short for making the financial report, for valid reasons, a written application for delay should be made to the board for exceeding the given period.
 - 13.1.5 When the board did not get a financial report nor granted a delay after the period of three months after an event or activity, the granted subsidy will fall due. The board will let the applicant know in writing.
- 13.2 The payment of financial support will be done by the board within 2 academic weeks after the granting decision.
- 13.3 The payment of a granted *financial guarantee* will only occur if the financial report of the event or activity is approved by the board. This financial report has to clarify the final amount of the financing guarantee needed.
- 13.4 Payment because of a granted *subsidy* will only occur if the payment request form of the event or activity is approved by the board.
- 13.5 The payment of a *loan* can be done immediately after the decision for granting has been made and the repayment conditions have been put in a contract.

Article 14. Inspection and sanctions

- 14.1 The applicant should be able to provide pieces of the bookkeeping to the board by request that can justify the payment.
- 14.2 If irregularities are found in the final result the board can decide to not give the granted support, reclaim the given support and exclude the applicant from further requests of support for a by the board decided upon period of time.

Article 15. Objections and appeal

- 15.1 The applicant can make a written objection to the board about the decision of granting the support within 10 workdays after announcing the decision.
- 15.2 Against the imposition of a sanction, as described in article 14.2, the sanctioned can write a written objection to the board within 10 workdays after announcing the decision.
- 15.3 Objections will be treated as described in article 12.
- 15.4 When an objection is rejected, the applicant can write a written appeal to the Student Union about the rejection within 10 workdays after announcing the rejection.
- 15.5 The decision of the Student Union about the appeal is binding.
- 15.6 Making an objection or appeal has no suspensive effect on other conditions written in these regulations.
- 15.7 All objections and appeals need to be written in English.

Article 16. Changing the regulations

- 16.1 These regulations can be changed with the approval of the GA and the SU board.
- 16.2 The SAC advises the board and the GA about the proposal of change of the regulations.
- 16.3 The proposal of change needs to be spread amongst the members at least 6 days before the GA of Apollo.
- 16.4 The changed regulations are enforced from the moment of approval onwards.
- 16.5 All running affairs will be handled via the regulations that were valid during the moment of application.

Article 17. Equity

- 17.1 The equity of SFC can be accessed and used if the yearly funds are not sufficient to cover all granted requests of the current year, using the following procedure:
 - 17.1.1 The SAC gives advice to the board about using the equity.
 - 17.1.2 The board evaluates the use of equity, after hearing the advice of SAC, in their first board meeting.
 - 17.1.3 The board presents the use of equity to the Student Union, for approval.
 - 17.1.4 The board presents the use of equity to the GA, for approval.
- 17.2 The equity of the SFC should be able to cover the fixed SFC expenses, such as bank costs and is recommended to remain over €3.500,-. This ensures the coverage of 2 maximum support financial guarantees and potential bank costs.
- 17.3 In case of leftover money from the SFC fund, a plan must be presented at the same time as the financial year result (6.5), as to how the leftover money will be used. This will be done respectively to:
 - 17.3.1 The SAC, for information;
 - 17.3.2 The Student Union, for approval;
 - 17.3.3 The GA, for approval.

Article 18. Final provision

- 18.1 In the cases these regulations are lacking the board has the final say. The board announces these decisions at the next GA.
- 18.2 These regulations can be cited as the SFC Regulations.
- 18.3 These regulations took effect on 12 February 2013 and were last edited on 07 March 2023. It replaces the regulations that took effect on 1 March 2001. These regulations will be re-evaluated in 2024 to see if the changes are financially viable and whether a further increase in maximum grant is necessary.
- 18.4 In case of conflict the English regulations (SFC Regulations) are leading.

Appendix - SFC Requirements

In case of a unclarity or discrepancy between the appendix and the regulation texts, the board holds the right to the final decision.

SFC Application

When applying for financial support from the Subsidy Fund for Culture the following requirements are set and at least the following aspects need to be explained:

A. General Application Requirements:

1. Event should be
 - a. Cultural activity or – event OR;
 - b. Rehearsal days/workshop for cultural associations OR;
 - c. Event or activity with cultural element(s).
2. Organised by and/or for cultural associations or students
3. Accessible for all students (except for article 6.2)
4. Application is **sent 6 academic weeks in advance**.
5. Promotion of event/activity must include Apollo & SU (except for article 6.2).
 - a. The Apollo banner must be at the event/activity.
6. Application consists of
 - a. Filled in standard application form;
 - b. Budget;
 - c. Explanation of budget and;
 - d. Plan of Action letter with an explanation of how the requirements of SFC will be met.
7. Advantage for Union Card holders is given, if applicable.
8. SFC only covers the costs of the activity/event, not the personal costs.
9. Explanation of the use of an external accommodation/location (outside of campus), if applicable.
10. Maximum granted SFC can be:
 - a. €1650,- for subsidies, financial guarantees or loans;
 - b. €1250,- for rehearsal day/weekends or workshops;
 - c. €500,- for activities or events with cultural elements.
11. If applicable, include last year's/previous event's evaluation and financial result.
12. Application, documents, and communication have to be in English.

B. Application: Budget & Budget Explanation

For applications, the following guidelines need to be complied with. When including good arguments, they can be deviated from.

1. Unforeseen costs need to be 5% to 10% of the budget's total.
2. If applicable, include last year's financial result & explanation of result.
3. Budget must be balanced.
4. At least 50€ and no less than 10% of the budget must be income outside of the SFC fund and ticket sales, named "own contribution".
 - a. New initiative (not periodically and has not been done in the past 2 years) does not need an own contribution.
 - b. In the case of events or activities with cultural elements, at least 50€ and no less than 10% of the **cultural element(s)** must be income outside of the SFC fund and ticket sales.

5. Include the expected total number of visitors/participants, and separately include the expected number of students that participate in/visit the event and the expected income from their participation (if applicable).
6. Budget explanation explains all relevant posts.
 - a. If using several funds, provide the status of the different requested funds if possible.
7. Costs that are not eligible, as described in article 7.3, should be displayed on the budget, but will not be subsidised and will not be handled as a subsidisable debit.

C. Application – Action Plan/Letter

1. Apollo and the Student Union need to be mentioned in the promotion of the event, and the ways of promotion need to be mentioned in the letter.
 - a. This does not apply to closed, member-only rehearsal days and workshops.
2. The advantage for UnionCard holders needs to be explained.
3. The letter explains how the requirements of the fund are met.
4. An argumentation needs to be made on how the objective of the fund, as described in article 2, will be reached.
5. It gives a description of the event- or activity and what will happen during it.
6. If applicable, it explains the use of external (not on campus) accommodation.

SFC Payment request

A. Payment Request - General

1. Application consists of
 - a. Filled in standard payment form,
 - b. Financial realisation & financial results
 - c. Explanation of financial results
2. Includes a letter evaluating the event/activity, following the structure of the Plan of Action letter, and reflecting on any unexpected or different
3. Financial report has to be handed in 3 months after the activity/event at the latest.
4. Includes proof of the SU & Apollo promotion (except for rehearsal days/workshops).
5. Total number of participants/visitors and number of participants/visitors that are students must be included.
6. Is done in English

B. Payment Request - Financial Realisation

For the final result the following guidelines need to be taken into consideration. When including good arguments, they can be deviated from.

1. Includes numbers of the budget
2. Explains posts where the realisation differs a lot from the budget
3. Own contribution cannot be lower than budgeted, unless no more SFC is requested.
4. Balanced results
5. Number of participants/visitors and number of students must be included
6. In case of multiple subsidies that totally need to pay less than granted, the subsidy from the SFC needs to be a proportionally decreased number, maximally.
7. Relevant evidence & proof of expenses, such as invoices should be included.