

Regulations and manual - Activism Grants OS classification D

Application and proof delivery

Introduction

The internal regulations regarding the general background and procedure of Activism Grants within OS, can be found in a guiding document, which is to be found [here](#). That document should be profoundly read and understood before the following document is being dealt with.

The subsequent document elaborates on the nature of, regulations of and procedure surrounding the application and proof delivery of grants allocated within the classification D. This classification has two purposes:

- 1) Delivering grants for study association boards, which are not specifically addressed in the overall [FOBOS regulations](#) as introduced by the Student Union.
- 2) Allowing activities falling under classification A-C but having not been planned at the point of application in the previous year, to be eligible for grants.
- 3) Allowing the allocation of grants to unique activities, which do not fall under the classifications A-C.

Due to the condition that the activity does not fall under classification A-C and being rather occasional than regular, the Activism Grants divided in classification D follow different guidelines than the other three classifications. Not only are they being treated with the lowest priority, they also can differ every year. The only exception are board grants. If a board applies for grants because it cannot receive any via the overall FOBOS regulations, they need to be granted independently of other activities in classification D and even be prioritized over classifications A-C.

This document does not guarantee in any way that your grants application and/or proof will be approved and is only intended to help the association with the application. Incomplete or late applications, sharing of sensitive data of the association's members or failure to send in additional input after the request of the committee can result in moving to a lower priority or in extreme cases the exclusion of activities in the final distribution. Complications should be addressed towards and discussed with the committee as soon as possible before announced deadlines to agree on new application conditions or exceptions. Unclarities with respect to this document should be resolved by asking for advice of the OS board and/or Activism Grants Committee.

Grants eligibility – Classification D

Within classification D, priority will be given according to the activity's relevance for students. Thereby, the priority order is as follows:

- 1) Small study related and associative activities
- 2) Small business related activities
- 3) Association development

If activities are organized that fall under classifications A-C but were not applied for at the time because they had not yet been planned, they will be placed in classification at the top, with a maximum of 3 grants. In case of justified reasons, deviations from this order may be introduced by the Activism Grants Committee of the OS.

Items for which no grants are available

- 1) Committees which can reasonably be assumed to be a general part of each association and which have not undertaken any exceptional activities.
 - a. Committees, focusing solely on networking, media, small excursions
 - b. Lustrum committees, if no 'special' activity has taken place
 - c. Social activities comparable to the following: parties, drinks, gala's, paintball, BBQ, bowling etc.

Items an application can be sent for

- 1) **Purpose of small study-related/association bonding activities:** Special activities that promote the bonding of members or are profiling to the association.
 - a. **Requirements:** The activity must be open to all members and it must be a special activity.
 - b. **Examples:** National design weekend (Daedalus), concrete brewers (Concept), Pandora (IA).
 - c. **Special cases:** Kick-In/Introduction; Lustra committees and trainings can be applied for but will be treated with the lowest priority within classification D. Therefore, they are unlikely to receive grants. Exceptions may be made, if they contain very special/outstanding events, which the Activism Grants Committee can judge upon in relation with other activities within classification D.
 - d. **Number of grants per activity:** To be determined by the grants committee with a max. of 2.
- 2) **Purpose of other small business-related activities:** Small activities that promote contacts between members and the business community.
 - a. **Requirements:** Activities for associations with an emphasis on education or contacts with businesses and study relevant organizations.
 - b. **Examples:** Excursion series (excursion of several days), mini-symposium.
 - c. **Number of grants per activity:** To be determined by the grant committee with a max. of 2.
- 3) **Purpose of association development:** Sustainable improvement of the association.
 - a. **Requirements:** In the case of association development, the content must be easily shared with other associations so that a database can be set up at the OS and other associations can easily make use of it.
 - b. **Examples:** ICT, new services creating an internship bank or sharable apps/website codes.
 - c. **Number of grants per activity or development:** To be determined by the grants committee with a maximum of 2.

Application manual

Application regulations for boards applying for board grants can be found in the appendix. The application for the occasional activism grants in classification D must be made before the deadline a member of the OS board has announced at the beginning of the relevant calendar year. **A maximum of 3 activities** may be requested in accordance with the Activism Grants Regulations.

To apply, a Google Docs has to be filled in, which the association has been provided with before the 10th of September in the relevant application year. The following information has to be provided in that document:

- 1) Name of activity
- 2) Overall costs

- 3) Number of committee members
- 4) Estimated hours of committee-work per committee member
- 5) Time frame of committee work (start organization – date of activity)
- 6) Short description of educational relevance (if given)
- 7) Short description of student networking/community relevance (if given)
- 8) Short description of professional/skill development relevance (if given)
- 9) Number of participants taking place in the activity (no names included)

Additionally, the following proof has to be provided:

- Program booklet (without privacy sensitive information)
 - If no program booklet has been created each activity needs to be described in detail
 - One day activities: description per hour
 - Two day activities: description per hour
 - Several day activities: Description of each activity arranged per day
- Budget overview (without privacy sensitive information)

To provide the Activism Grants Committee with the program and budget description, a pdf document has to be handed in the following manner.

- 1) Label the document
 - a. [*proof delivery; association; year in which the activity takes place*]
- 2) Name of the activity
- 3) Describe the program or include the program of the activity
- 4) Include the budget overview after
- 5) Remove or censor any privacy sensitive information making individuals distinguishable
 - a. Names; student numbers; bank details; birth dates

Timeline for handing in proof and applications of classification D:

September 2020

- Before the 10th of September the board/committee delivers a Google Docs and this document to be filled in by associations.

October 2020

- Before the 1st of October the application documents and Goggle Docs for activities taking place in 2019-2020 has been sent to the Activism Grants Committee.
- The Committee can ask for additional input and/or explanations.
- Activities taking place after the 1st of October can be applied for and will have to send their proof before the end of the academic year. In case the proof is insufficient grants can be taken away from the activity in hindsight.

November 2020

- The Committee presents the division of grants within classification C to be voted upon after questions and comments have been resolved.
- In case of objections, the division will be revised.

December 2020

- The OS board sends the final division of grants for activities that took place in 2019/2020 to the SU.
- In case, less grants than expected will be available for classification D, adjustments will be made.

January 2021

- Proof for activities taking place after the 1st of October has to be delivered before the 10th of January (if not agreed upon differently with the Activism Grants Committee and/or OS board).

May-July 2021

- The active OS board and Activism Grants Committee should adjust this document for the upcoming academic year with respect to timeline, year indications and outdated content.

Appendix

Boards applying for board grants have a different position with respect to the workload and intensity of their 'activity'. Applying is possible, if the SU FOBOS regulations do not specifically address a board in their lists with respect to eligibility of grants.

Boards applying via the OS platform can receive a maximum of 6 grants in line with the indicated grants as allocated by the SU and are treated as a priority in the overall OS model.

The following documents have to be provided:

- 1) Policy plan (if given)
- 2) Financial plan (if given)
- 3) Policy report (if given)
- 4) Financial report (if given)
- 5) List of active board members and functions/responsibilities
 - Include: average amount of hours made per board member
- 6) List of activities organized with clear labels
- 7) List of committees/teams active in the association in the respective year need to be added
- 8) Constitution date and ending date of the board year
- 9) If no policy plan and/or report had been created, a clear description of goals and action points for the year need to be created and explained with respect to their progress and results leading up to at least one DinA4 page of descriptions
- 10) If no financial plan or report has been created previous to the application, a budget overview needs to be provided and a balance sheet depicting which costs have been finally made

Attention points:

- 1) Everything should be delivered in pdf format and combined in one email, not sent separately
- 2) Sensitive data of members and other people not actively participating in the board need to be removed or censored in some sort of way
 - a. A consequence of not adhering to this rule can be receiving less grants
- 3) Send the board application and proof before October 1st 2020
- 4) If any points mentioned above cannot be realized within the given time-frame, the Activism Grants Committee and/or board need to be notified and solutions be discussed
- 5) In case board changes took place differently than usually in line with the academic year, the Activism Grants Committee and/or board need to be notified and solutions be discussed