General Model of OS Activism Grants
including manual classifications A-C

General Model of OS Activism Grants including manual classifications A-C

Application and Proof delivery

Introduction to Activism Grants regulations

FOBOS entered into force on 1 September 2013. This model regulates both the grants for board members and the grants for the organization of a number of activities. From 2014 onwards, each umbrella organization will be able to decide for itself how the grants for activities will be distributed over all activities. However, the general principles for FOBOS that can be found in chapter 3, article 1 of Extra and Incidental FOBOS (FOBOS category 4) must be followed as the internal model is aligned with that document. The FOBOS document entails regulations with respect to FOBOS UT-wide. [1]

The following model concerns the distribution of grants OS receives as one of five umbrellas. Changes and decisions are suggested by the Activism Grants Committee (ABC) of OS and the Board. A distribution is being approved at an OS GMA. The grants that are distributed in this model are explicitly not intended for board members. This will be monitored and consequences can follow upon a detected violation, as determined by the acting board and ABC. A possible consequence could be, for instance, the association cannot receive grants for the year in which the violation has taken place.

Principles

- Core activities of the associations will first be rewarded.
- There should be as much clarity of key actions executed by the applying association as possible for the ABC, in order to allow setting reasonable financial thresholds on how many grants should be assigned to each activity.
- It is not practical to establish a priority order with 19 associations, which makes the 2013 model less appropriate.

Distribution of Activism Grants

Four classifications of internal grants can be identified, of which classification A is considered the most important, followed by classification B and so forth. The reasoning behind the prioritization of classifications lies in the nature of each classification. The first classification accordingly has to be filled before FOBOS grants can be distributed among the following

---

[1] FOBOS can be found on https://www.utwente.nl/en/ces/sacc/regulations/fobos/fobos-sep2018.pdf

classifications. If there are any grants left after the second classification has been fully rewarded, the third classification will be rewarded. If all grants have been awarded halfway through classification A, B or C, these grants will be equally distributed over all activities in this classification. As only whole grants can be awarded, the unrounded number of grants of the activity/activities closest to a full grant will be rounded up and down from the lowest(s) in such a way that eventually all available grants will be distributed. The GMA may deviate from this method of distribution at any time, for example, when there are not enough grants to fill classification A or B. In this way it can be ensured that committees receive a minimum number of grants.

If there are any grants left after classification C has also been fully rewarded, these will be disbursed in classification D following a priority analysis. The only exception, with respect to priority treatment, are board grants, as elaborated on in a separate document[2]. This analysis is drawn up by an independent committee (ABC), consisting of representatives from all faculties and a chairman. The ABC will be part of the OS and will therefore also be discharged and charged from a GMA. The ABC also decides on the maximum number of grants to be awarded to an activity.

Additional provisions for all classifications

- The activities may not be organized by board members, nor may grants be requested by board members if the activity took place at the time of being a board member.
- The activity must have taken place in the relevant calendar year or the activities of the association development must have been completed in the relevant calendar year.
- In the case of applications that cannot be classified in one of these classifications, the ABC dealing with the applications will decide whether the grants will be awarded. In the case of major activities and/or high exceptions, the ABC will give advice to the General Assembly, which in turn will decide whether or not to award grants.
- Administrative support will not be rewarded from this model.
- Disregarding the rules of the GDPR could have severe consequences for your members so we strongly advise you to not provide us with their sensitive information such as names, birth dates, bank details or student numbers. If the ABC notices violations of the GDPR rules concerning privacy of study association members, the respective activity can be excluded from the final distribution or given a lower priority. The ABC/OS board cannot held accountable for sensitive data being published by the applying board/committee.

---

[2] The regulations concerning the internal OS classification D can be found here:_____

Distribution of Activism Grants among classifications A-C

The distribution will take place in the order of the priority indication as explained above. This procedure will be followed until the point all grants have been disbursed or until all applications have been processed. Since 2017, it has been possible to distribute grants for 2 consecutive years freely over these 2 years. Many student associations organize a study trip every second year; however, these are not evenly distributed over the odd and even years. The fluctuation in study trips can be compensated by this extra arrangement. In odd years, based on the prognosis for that year and the prognosis for the following year, a distribution of the grants over these 2 years is made. For each year, the expected number of grants required in classification A, B and C is added up. The grants are divided over the 2 years in proportion to the total number of grants needed.

Example

In the below mentioned examples numbers should not be seen as a set indication of a realistic division but as a simple displayed scenario. Imagine 5 study tours took place in 2018-2019 and 10 study tours in 2019-2020.

- **Forecast 2019**
  - Classification A: 200 grants
  - Classification B: 50 grants
  - Classification C: 50 grants

- **Forecast 2020**
  - Classification A: 100 grants
  - Classification B: 50 grants
  - Classification C: 50 grants

In this case, the grants (200/300), which would be allocated towards OS in 2019 and 2020 together, are divided over 2 years. Thus, of all available grants in 2019/20 (500 in total) 60% (300) will be used by 2019 and 40% (200) of the grants will go to 2020. Study tours taking place in 2018/2019 will be included in the Classification A grant division of 200 grants in 2019 and study tours taking place in 2019-2020 will be included in the Classification A grant division of 100 grants in 2020. Other Classifications are expected to receive similar or the same mounts of grants in both years.

Classifications

Classification A – Study Trips

Purpose of activity: Study trips for members of the student association.

Requirements: Complying with the SRC regulations[3]

Maximum number of commitments: In this classification, no more than 2 commitments are made per association in one year (with 2 being an unlikely exception)

Number of grants per study trip:

- Large study trips – max. 29 grants[4]
- Medium study trips – max. 24 grants[5]
- Small study trips – max. 19 grants [6]

Classification B – Symposia

Purpose of activity: substantive and study-related day, accessible to all members.

Requirements: The activity must be study-related, open to all members, last 1 day, with mainly external speakers and possibly workshops. Non-members can take part in the activity but the main focus of the activity should aim at UT students and specifically members of the applying association. There must be a peak load around the activity for the committee (in the quartile for the activity there must be a significant amount of time spent).

Maximum number of commitments: In classification B and C together, no more than three commitments will be made per association.

If one of the three commitments lapses during the year, a new activity of the same nature can be registered.

Maximum number of grants per symposium: 8

Classification C: Other Study related

Purpose of activity: substantive and study-related activity, with the aim of offering a broadening and deepening of the knowledge of the participants, in which visiting or receiving external study or career-related parties plays a central role.

Requirements: The activity must be study-related, open to all members (this may be subject to a study progress requirement), at least 1 day and visiting or receiving external study or

---

[3] SRC is the committee responsible for allocating study tour subsidies as provided by Ufonds and the regulation can be found in here: https://www.utwente.nl/nl/src/
[4] Large trips: high-priced trip in the SRC regulations with the exception of study trips that make use of the exception clause Article 3 paragraph 7
[5] Medium-sized trips: See the SRC regulation article 3 paragraph 4
[6] Small trips: all other trips that receive an SRC subsidy

career-related parties plays a central role. It is compulsory to be present at the substantive activities. Additional requirements are set below for a number of activities.

Maximum number of commitments: In classifications B and C together, no more than three commitments will be made per association. If one of the three commitments expires during the year, a new activity of the same nature can be registered. Examples: Europe Trip, Business Courses.

Number of grants per activity:

- **Large Europe Trip:** max. 8
- **Short Europe Trip:** max. 4
- **Business Course:** max. 4-8

In the case of other activities, the number of grants is determined by comparing the activity with the above activities.

A large Europe Trip is defined as a minimum 7-day trip abroad, of which there is a minimum of 5 working days. Working days are understood to mean the number of days on which there are (study-related) substantive activities. Two-thirds of the total number of days in the large Europe Trip must be spent on these substantive activities. Local holidays in the destination country are not considered working days. In principle, a visit to an institution counts as one part of a day. Each part of the day (morning/afternoon/evening) is counted as half a day. A short but complete report must be made of the large Europe Trip. This contains a detailed report of each substantive activity. If the participants of the trip receive ECTS for their participation, the committee should apply for grants in classification A as a small study trip. If the participants do not receive ECTS, the committee can still apply for grants, but only in classification C.

A short Europe Trip is understood to mean a multi-day (minimum of four days) visit to at least two companies abroad in order to get acquainted with the companies in an interactive way. This criterion should be interpreted flexibly, but with due regard for the number of company-visits within the duration of the trip. Compared to a large Europe trip, the minimum requirement of two-thirds of the total amount of days on the trip being spent for (study-related) substantive activities will lapse for short Europe Trips. Whether a short trip to Europe meets these requirements will be decided by the ABC.

A Business Course is a multi-day (minimum of two days) event, in which external study or career related activities play a central role. Profiling the study and study association should play a central role, besides the number of day parts spent on substantial activities in an educational or professional context. At least two companies need to be visited. A Business Course can be understood in a broad sense and that is assigned to all activities that meet the aforementioned requirements. A short and complete report should be made of the Business Course, with a detailed report of each substantive activity. As a Business Course is eligible for a range of grants instead of a fixed number. The range of grants will be determined based on

the number of days and substantial activities taking place. A motivation on the requested number of grants needs to be provided. This motivation should be based on the number of substantive activities and the need of organizational efforts. This can be described in relation to the large Europe Trip and the short Europe Trip. E.g. a Business Course of three days can be eligible for four grants, while a business course of five days can be eligible for eight grants, if the number of substantive activities and the organizational effort are comparable to a large Europe Trip. It remains the right of the ABC to determine a fair number of grants comparing organizational efforts surrounding the Business Course with the workload of other activities applied for in the same year. It is being distinguished towards a Europe Trip via its more profound focus on educational or professional oriented activities instead of combining activities through means of travelling. It can also be distinguished in case it takes place for less than 4 days.

Below you can find a table summarizing the differences between the three events:

Characteristic	Large Europe Trip	Short Europe Trip	Business Course
Duration	At least 5 working days and at least 7 days in total	At least 4 total days	At least 2 total days
Substance	2/3 of days substantial activities	At least 2 company visits	At least 2 company visits
Objective	Abroad (Europe)	Abroad (Europe)	External parties
Grants	Set number	Set number	Range

In the case of other, similar activities, the number of grants is determined by comparing the activity with the above activities. Activities that cannot be included here, but which profile the study or study association or are characterized as otherwise by the ABC, can be transferred to classification D subject to reservation.

Delivery of applications and proof for classification A-C

Application for classification A-C
Activism grants for the next calendar year are already set in the current calendar year. The applications can be made as soon as someone from the OS board draws your attention to this matter. Applications need to be handed in form of a Google form, which each

association will be provided with before October 1st of the year in which the activity will take place.

To apply, the following information needs to be filled in by the applicant:

1) Applying study association
2) Classification of the activity
3) Name of the activity
4) Expected date or time-frame of the activity
5) Expected range of costs of the activity
6) Expected working hours of the committee as a whole
    a. Spread over the entire timeframe of organizing the activity
7) Short description of the activity (3-5 sentences)
    a. Focus/Relevance for students
        i. F.e.: Educational/professional/networking/community)
    b. Expected size and scalability
        i. F.e.: Approx. number of participants/ association-wide/UT-wide/nation-wide
    c. Expected content
        i. What will the activity (or parts of it) look like

Because some aspects of an activity are only being determined after the application has been sent, or change over time, these indications will be guarded as preliminary guidelines for the ABC to properly assign activities to the right classifications. After proof has been delivered in the next academic year, the successive ABC will decide in how far the proof is sufficient for an activity to remain in the previously assigned classification and how many grants it should be finally eligible for. The applicant is responsible for delivering the application complete and ahead of the announced deadline. If either of those conditions cannot be met the OS board and/or ABC need to be notified as soon as possible, so that they can decide if exceptions can be made and potentially set new conditions for the applicant.

Proof for classification A-C

In the previous calendar year, a number of activities have already been added to the occasional activism grant list for your student association. This list has been approved during an OS GMA in the previous year and is managed by the OS board. Someone from the OS board will draw your attention to this when the proof has to be sent in and will provide the list of approved activities to the associations.

Proof delivery

The current OS board will provide you with a Google form, in which the following information has to be provided:

1) Applying study association
2) Classification, which the Committee/event is assigned to
3) Event(s)/activity/activities organized

4) Overall costs
5) Number of committee members
6) Estimated hours of committee-work per committee member
7) Time frame of committee work (start organization – date of activity)
8) Short description of educational relevance (if given)
9) Short description of student networking/community relevance (if given)
10) Short description of professional/skill development relevance (if given)
11) 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
    - Symposia/One day activities: description per hour
    - Trips/Business Courses: Description of each activity arranged per day
      - This needs to include a description of the duration and number of company visits and/or educational sessions provided by companies
- Budget overview (without privacy sensitive information)

For delivering proof descriptions, please arrange a pdf document in the following manner:

1) State in the documents label:
   a. [*proof classification A-C_study association_ academic year the activity took place*]
2) State the classification of the activity
3) State the name of the activity
4) Describe the program of the activity or include the program booklet
5) Add the budget illustration of the activity
6) Proceed with the next activity in the following order:
   a. 1. Classification A, 2. classification B, 3. classification C
7) If several applications have been made per activity in the previous year, adhere to the following order:
   a. First activity within one classification, second activity within the same classification, third activity within one classification, then proceed with the next classification

Additional attention points:

1) If activities are on the inventory list of the former academic year but have not taken place for any reason, this should be reported to the OS board and/or acting ABC before the deadline of proof delivery

2) Submit all proof at the same time and before the announced deadline. If that is not possible, please notify the board or active ABC.

3) The ABC has the right reserved to ask for additional proof or elaboration at any point. If that is not provided without a reasonable explanation, the activity can be excluded from the final grant distribution.

Timeline for handing in proof and applications of classification A-C:

The following is an expected timeline. Changes can be made by the acting OS board and/or ABC to deviate from this indication. Study associations will be informed and updated about the process before and within the application period.

September 2020

- Before the 10th of September the board/committee delivers one Google form for the application and one for proof, next to this document to be filled in by associations.

October 2020

- Associations register with the OS all activities in classifications A, B and C for the next calendar year. This must be done before the 1st of November.
- Associations deliver proof for the activities that have been placed in the inventory approved during the previous academic year (2019/20). This must be done before the 1st of November.

November 2020

- Proof inspection by the ABC of OS and potential request for additional information to be provided by the applicant of an activity.
- Approval of distribution of grants as applied for in the academic year of 2019/20.
- Approval of classifications A, B and C grants inventory for 2020/21 during the GMA.

December 2020

- Approval of final distribution of 2019/20 and inventory of 2020/21 of grants classification A-C, in case it was not possible in November.
- OS forwards the approved division of grants for 2019/20 to the Student Union.

January 2021

- Associations will be approached by the CPO for further administrative requirements.

May-July 2021

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

20-05-2020