



Hanze UAS Activities Fund 2021-2022

STICHTING STUDENTEN
ACTIVITEITEN
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1. Object

The Hanze UAS Activities Fund is a fund of Hanze University of Applied Sciences, Groningen (HG) to which student organisations can appeal. Pursuant to the Student Charter, the object of the fund is as follows:

The object of the Fund is to provide financial support in the form of subsidies for activities, carried out by the student organisations at [Hanze UAS], which support education and for which no or insufficient other funds are available.

Study year 2021-2022 has been designated by the manager of Student Affairs as a pilot year for the possibility of applying for subsidies for activities in the field of sustainability.

2. Resources

Each academic year, the Fund is supplemented to €20,000. A student organisation is eligible for a subsidy five times a year, with a maximum contribution of €2,000 annually. The contribution from the Fund consists of a maximum of 50% of the activity's total costs, with a maximum amount of €750 for a conference or symposium (foreign travel is not included in this subsidy). There is a maximum amount of €500 for the other events or applications for sustainability.

3. Criteria

In order to qualify for a contribution from the Hanze UAS Activities Fund, a number of criteria are in place which have to be met by the activity and the application. These criteria are as follows:

Criteria for educational support activities

- The sustainability activity must be in line with the Green Label Handbook to make the Hanze UAS student organisation more sustainable.
- No or insufficient financial means are available to the student organisation. The Fund may, however, be included in the budget.
- One application can be made for each activity. In the event of joint activities (activities organised by more than one society), the application can be made by one society only.
- An application can be submitted only by officers of a Hanze UAS student organisation.

Criteria for sustainability activities

- The activity to be subsidised must supplement initial education; in other words, education as offered by the study programme.
- It concerns an activity for which no credits are awarded; the activity is not part of the curriculum.
- No or insufficient financial means are available to the student organisation. The Fund may, however, be included in the budget.
- If an activity lasts for more than one day, one each day – with the exception of travel days – at least one activity is organised which supplements the curriculum of the specific study programme.
- One application can be made for each activity. In the event of joint activities (activities organised by more than one society), the application can be made by one society only.
- An application can be submitted only by officers of a Hanze UAS student organisation.

4. Applications

An application can be made by correctly and completely filling in the Hanze UAS Activities Fund application form and sending it in within the set deadlines via

[:https://fd7.formdesk.com/hanzehogeschoolgroningen/Hanze_UAS_Activities_Fund](https://fd7.formdesk.com/hanzehogeschoolgroningen/Hanze_UAS_Activities_Fund)

If the set criteria are met and the application has been received within the set deadlines, a provisional approval will be issued for the activity. This fact means that the amount applied for will be reserved.

5. Profit and loss account

Once the activity has taken place, the form 'Profit and loss account Hanze UAS Activities Fund' must be correctly completed and sent in within the set deadlines via

https://fd7.formdesk.com/hanzehogeschoolgroningen/Hanze_UAS_Activities_Fund.

A list of participants with signatures must also be submitted. Besides preparing the profit and loss account and explanatory notes, this document must also include all the

supporting material on which the profit and loss account is based, on both the costs and the revenue side.

If the form is received by the SSA within the set deadlines, the status of the application will be changed to definite approval. The application will then be sent to HG's Financial Economic Affairs and they will proceed with the payment.

6. Deadlines

To make sure that the applications are processed properly and correctly, a number of strict deadlines have been set. These deadlines are shown below.

5 weeks before the start of the activity	First application in PDF is received by SSA
4 weeks before the start of the activity	Feedback on the first application will be given by SSA (optional)
3 weeks before the start of the activity	Final application in PDF is received by SSA
2 weeks before the start of the activity	Provisional approval will be acknowledged by SSA
1 week after the activity has taken place	First Profit and loss account in PDF is received by SSA (optional)
2 weeks after the activity has taken place	Feedback will be given by SSA (optional)
3 weeks after the activity has taken place	Final Profit and loss account in PDF is received by SSA
5 weeks after the activity has taken place	Definitive approval will be acknowledged by SSA
5 weeks after the activity has taken place	Aanvraag wordt doorgestuurd naar FEZ

Each organisation is entitled to one-time feedback on the application as well as one-time feedback on the profit and loss account. This feedback can only be provided if the documents are supplied at least before the deadline. If the application or profit and loss account is still supplied in incomplete form after feedback has been given, it will be rejected.