

What is the Hanze UAS Activities Fund?



The maximum amount per request is **€500,-** with an exception for a **congress** or **symposium**;



Per association you may only request the Hanze UAS Activities Fund **5 times** per year, with a maximum total of **€2.000,-**



The total available amount from the Hanze UAS is **€20.000,-**



These 5 requests also include the **Sustainability Grant** with a max. amount of **€500,-**. This grant is subject to the **same rules** as the **Hanze UAS Activities Fund**.

What are the requirements for an application?



The activity has to be an **addition** to the **education** that aligns to the association, but **no credits** may be earned for it.

There has to be a **shortage** in the **budget**, and the fund covers a **maximum of 50%** of the total costs.



Only **board members** of the association may request the fund.



When one activity is organised by **several** associations, only **1 association** may apply for funding.



On multiple-day activities there has to be a **study related** activity every day, with an **exception** for **travelling days**.

How to apply for the Hanze UAS Activities Fund part 1

You apply for funding by filling in the **formdesk** through the link on **www.ssa-web.nl** under the tab **> Hanze UAS Activities Fund > Form**

Activity details

- 13. Start date *
- 14. End date *
- 15. Activity details *
- 16. Motivation study related/sustainability *
- 17. Motivation financial necessity *
- 18. Subsidy amount *

When describing and motivating, explain **as clearly as possible** what you will be doing, **why** the activity is **study-related** and why there is **financial need**.

The following information is **mandatory** when making an application:

Organization details		Contact person details	
2. Name organization *	<input type="text"/>	8. Initial(s) *	<input type="text"/>
3. Address *	<input type="text"/>	9. Insertion(s)	<input type="text"/>
4. City *	<input type="text"/>	10. Surname *	<input type="text"/>
5. E-mail address *	<input type="text"/>	11. E-mail address *	<input type="text"/>
6. Telephone number *	<input type="text"/>	12. Telephone number *	<input type="text"/>

In addition, submit **all necessary pdfs**. The budget of the committee **CAN** be the same as the budget of the activity when the committee organizes only **one activity**.

Appendices
Only .pdf files.

- 19. Substract Chamber of Commerce *
- 20. Budget organisation *
- 21. Budget committee
- 22. Budget activity *
- 23. Offers *
- 24. Other additional supporting appendices

Next, the application must be **signed**. When you apply **5 weeks prior** to the activity, you have to do it again after **2 weeks**, with the changes you made in consideration of the feedback.

Statement and signature

- 33. I hereby declare that the activity is not part of the curriculum of a study programme at Hanze UAS *
- 34. I hereby declare that the budget included in the attachment is the most recent official budget of the association as adopted by the GMM *
- 35. I hereby declare that I have truthfully completed this document *

* = Input is required

You apply **5 weeks** before the start of the activity. **4 weeks** before the start of the activity you will receive feedback from the SSA and **2 weeks** before the start of the activity you will submit the **final application**.

How to apply for the Hanze UAS Activities Fund part 2

At the **end** of the activity, submit the **income statement** so that the **final amount** that is paid out can be **calculated**.

Organization details

2. Name organization *
3. Address *
4. City *
5. E-mail address *
6. Telephone number *
7. Account number (IBAN) *

Contact person details

8. Initial(s) *
9. Insertion(s)
10. Surname *
11. E-mail address *
12. Telephone number *

* = Input is required

<< Back Next >>

When **submitting** the income statement, **all details** of the organisation and the applicant are **required**, unlike the application, an **IBAN** is also requested here.

Income statement
Only .pdf files.

25. Income statement *
26. Explanation income statement *

* = Input is required

<< Back Next >>

Submit the **income statement** here. From this, all costs that were made should be **clear** and **comparable** to the **budget**. Explain this **as best** as you can to avoid confusion.

In addition, submit **all necessary pdfs**. Proof amount of participants may include, for example, a **group photo** or a **sign-in list**. Submit **as much** as possible everywhere so that there is **no room** for doubt.

Appendices
Only .pdf files.

27. Participant list with signatures *
28. Invoices and receipts *
29. Proof of contribution from participants *
30. Proof study related
31. Burden of proof on other items
32. Other supporting appendices

* = Input is required

<< Back Next >>

The most common mistakes

- Offers don't match the budget.
- Missing or blurred offers.
- No proof of costs for participants.
- No clear schedule of the trip.
- Failing to meet deadlines.
- Account statements instead of cash register receipts.
- Not all invoices and receipts included.

Statement and signature

35. I hereby declare that I have truthfully completed this document *

X

* = Input is required

<< Back Send form

The form must then be **signed** again.

1 week after the activity you will submit the income statement. **2 weeks** after the activity the SSA will give feedback. **3 weeks** after the activity you submit the **final income statement** and **5 weeks** after the activity final approval will be announced by the SSA, after which the application will be forwarded to **FEZ**.