Student Life Grant Regulations

1. General framework
   
   Objectives
   - Student Life contributes to the personal development, growth, and well-being of active students.
   - Student Life contributes to Radboud University as a campus-centred university:
     - by making available spaces to recognised student organisations;
     - by facilitating student organisations in the creation of a vibrant campus (grants and support for events).
   - Student Life provides financial, material, and/or organisational support for initiatives by student organisations which stem from the Radboud University Strategic Plan (e.g. themes such as sustainability, internationalisation, welfare, and entrepreneurship).

2. General guidelines for financial support
   - Student Life only provides grants to recognised student organisations and organisations in the startup phase.
   - Student Life supports activities and organisations that match the abovementioned "objectives". This support is supplementary in nature, meaning that Student Life provides financial support when other options prove insufficient. The support is provided as a grant. Grant that are awarded are provisional in nature and only become definitive after the applicant has submitted an overview of the costs incurred. Activities and projects are organised for and by Radboud University students (potentially in collaboration with students from the HAN University of Applied Sciences).
   - Activities and projects must be accessible for and geared towards a broad target audience.
   - Activities that are funded by the grants are not permitted to have commercial purposes.
   - Grants for organisations and events where money is collected for a charity may only be used to cover the organisational costs for the event.
   - Student Life does not provide grants for beverages, food, clothing, or printing.

3. Grants for startups, annual budgets, and occasional projects
   
   For whom
   The startup grant, annual budget grant, and occasional project grant can only be applied for by student organisations that do not fall under NSSR, Cultuur op de Campus (Culture on Campus), or SOFv. Student organisation that fall under these domains should refer to the grant regulations for their specific domain.

   Startup grant
   A startup grant may be requested by unrecognised student organisations who want to become recognised student organisations.

   The necessary documents are:
   - A startup plan (consisting of a description of the target group, addition to the existing offerings, communication plan, annual budget including notary costs, etc.).
Funding guarantee grants for annual budget
A funding guarantee grant for an annual budget is a grant focused on the realisation of activities that fit within these regulations. When drawing up the annual budget, the student organisation must include all key activities and separate projects/events that the student organisation anticipates in the upcoming financial year. The application must be submitted within 3 months of the start of the financial year.

The necessary documents are:

- Policy plan;
- Audited accounts for the previous financial year;
- Annual budget and balance sheet (with explanatory notes).

Funding guarantee grant for occasional projects/events
A funding guarantee grant for occasional projects can be requested for an activity which extends beyond the standard activities of an organisation.

The necessary documents are:

- Project description (objective, target group, organising parties);
- Budget with explanatory notes;
- Communication plan.

4. Incentive grant
Incentive grant
The incentive grants can be applied for by all recognised student organisations for the support of creative and innovative ideas that contribute to the development of active student life at Radboud University. The ideas must also be in keeping with themes from the Strategic Plan (e.g. sustainability, internationalisation, welfare, entrepreneurship). A condition for this grant is that the projects must have a structural/long-term effect, even though this grant is only awarded once. The goal of this grant is to increase the impact of Student Life objectives and to contribute to the long-term development of Radboud University as a vibrant campus. In this way, Student Life encourages student organisations to actively contribute to a vibrate campus and in turn, facilitates initiatives that do not fall under the other grants.

The necessary documents are:

- Project description (objective, target group, organising parties);
- Budget with explanatory notes;
- Communication plan.
5. **Application procedure for grants and loans**
   - The application for an annual budget grant must be submitted within 3 months of the start of the financial year. The grant account must be submitted within 3 months of the end of the financial year.
   - The application for an occasional project grant must be submitted 2 months prior to the start of the project. The grant account must be submitted within 2 months after the project has occurred.
   - Requests that are submitted at least ten days before the next meeting are discussed in that meeting.
   - Within ten days of the meeting, the applicant will receive a message about the decision that has been made.

6. **Assessment of grant applications**
   Student Life will assess applications on the basis of, among other things:
   - Previous results, in terms of both programme content and finances;
   - Objectives;
   - Organisational approach;
   - Communication plan;
   - Sustainability;
   - Budget and costs eligible for grant funding;
   - Potential for and efforts made to generate income;
   - The student organisation's own assets;
   - Quality: incomplete and/or inaccurate applications will not be considered.

7. **Advance payment and grant account**
   - **Advance**
     An organisation may request an advance of 75% of the awarded grant amount; In the event of an annual budget grant, 50% of the awarded amount is payable immediately after it has been awarded.
   
   - **Grant account**
     The final grant amount will be determined after the grant account has been assessed. The grant becomes definitive once the grant report and grant account, including supplementary information, has been assessed.

8. **Decision-making and objection**
   The decision is made at the internal Student Life meeting and is determined based on these regulations. If the applicant does not agree with the decision that has been made, a written objection may be submitted to the Student Affairs Office within four weeks being notified of the decision.

   In instances not addressed by these regulations, Student Life use its own discretion, but maintain the spirit of these regulations as much as possible.