



# Student Life and International Mobility grant regulations for student organisations

## Content

<b>1. General objective</b> .....	2
<b>2. Conditions and guidelines</b> .....	2
<b>3. Criteria</b> .....	3
<b>4. What subsidies can you apply for from SLIM?</b> .....	3
4.1 Start-up grant .....	3
4.2 Annual budget grant.....	4
4.3 Incidental project grant .....	5
<b>5. Grant applications</b> .....	6
5.1 A good grant application or settlement is;.....	6
5.2 Assessment of your application.....	7
5.3 Deadlines TWC.....	7
5.4 Decision-making and objection .....	7
<b>6. Special position umbrella organisations SOFv, NSSR and CODC</b> .....	8
6.1 The Nijmegen Student Sports Council.....	8
6.2 The Faculty Associations Cooperation Committee .....	8
6.3 Culture on Campus .....	8
<b>7. What other financial support is there?</b> .....	9
7.1 Group travel subsidy - SOFV x SLIM.....	9
7.2 Cooperation grant - SOFv x SLIM.....	9
7.3 Project grant - Radboud Student Fund.....	9
7.4 Wellbeing grant - Radboud Student Wellbeing.....	9

## 1. Overall objective

Student Life and International Mobility (SLIM) contributes to the academic development, personal fulfilment and well-being of active students. Student organisations play an important role in this. For this reason, SLIM supports and facilitates these student organisations in various ways. For instance, SLIM provides boardrooms and SLIM supports in a material, financial and/or organisational way initiatives of student organisations that result from and/or are in line with the Radboud University Strategy. In addition, recognised student organisations can apply for annual financial support in the form of a grant, namely the annual budget grant, the incidental project grant and the start-up grant. SLIM and the evaluating Allocation Committee (TWC), when awarding the grant, attaches extra value to initiatives that focus on themes such as well-being, sustainability, inclusion, diversity, social safety and entrepreneurship.

## 2. Conditions and guidelines

- SLIM provides grants only to recognised student organisations and to student organisations in the start-up phase.
- Support is at all times of a complementary nature: this means that SLIM provides financial support, if other possibilities prove insufficient. Financial support is provided in the form of a grant.
- Student organisations that focus solely or mainly on students of one faculty/study (e.g. study and faculty associations) receive no subsidy in the annual budget and no subsidy for an occasional project at SLIM. These associations turn to their own faculty or the SOFv for financial support.
- Student organisations that are members of the NSSR and/or CODC submit their applications through the umbrella organisation. Organisations that are members of both umbrellas apply to one of the umbrellas and explain in the application through which umbrella organisation the application is made. They therefore do not address SLIM or the TWC directly.
- Activities and projects should be organised for and by students of Radboud University and be accessible to - and aimed at - a broad student target group.
- Subsidised activities should not have commercial purposes.
- Project or annual budget grants cannot be applied for by organisations and/or organising events where money is raised for charity. These organisations can apply for SLIM grants only in case of emergency.
- SLIM does not subsidise drinks, food, (aan)clothing, promotional materials or printed matter. In the submitted documents, the organisation explains in what way these items are paid for.

### 3. Criteria

From academic year 2023-2024, the TWC **no longer** applies an advance payment. Upon approval of the application, the student organisation will receive the amount approved by the TWC in its entirety. Applications for funding from SLIM are subject to the following criteria:

- For an allocated subsidy amount higher than €1500, the TWC expects a statement at the end of the financial year. For grants awarded with a lower amount, it is only necessary to submit a statement when requested by the TWC.
- A condition for any new application is that the TWC always receives a statement of accounts from the previous financial year.
- Applications and statements should be submitted to the TWC in a clear format, including a clear explanation. Budgets and statements are submitted in Excel, other files as PDF. Other file types will not be processed.
- Applications (if required) for annual budget grant should be submitted between 1 September and 1 November. Student organisations whose financial year equals the calendar year may apply for the annual budget grant between January 1 and March 1.
- Settlements (if required) for the annual budget grant should be submitted between September 1 and November 1. Student organisations whose financial year is equal to the calendar year may apply for the annual budget grant between January 1 and March 1.
- Incomplete statements or applications will **not be** processed!
- The TWC is allowed to randomly check the annual accounts/administration (or have them checked) at the applicant student organisations. In the event that irregularities or fraud are found, the relevant student organisation must return the full grant amount received, for the year(s) in which the irregularities or fraud were found.

### 4. What subsidies can you apply for at SLIM?

SLIM has 3 types of grants; the start-up grant, which can be applied for throughout the year and is aimed at organisations in the start-up phase; the annual budget grant, where we support organisations in organising regular work and activities and the incidental project grant, which is awarded to organisations organising an occasional project.

#### 4.1 Start-up grant

A start-up grant can be applied for by an informal student organisation that wants to make the transition to a formal student organisation. The grant can be used for the associated start-up costs, which include notary and bank charges. There is always consultation between SLIM and the organisation concerned before an application can be submitted. The start-up grant is awarded to student organisations potentially eligible for recognition at Radboud University.



## For whom:

Student organisations in the start-up phase.

## Required documents:

- Application form (web form)
- Start-up plan in PDF, consisting of at least:
  - Description of the target audience; who do you want to reach?
  - Addition to existing offerings; what is the added value?
  - Communication plan; how will potential new members be reached?
  - Annual budget + explanation, including notary fees; how is/will the organisation financially sound and viable?
  - Paragraphs on the themes from the code of conduct; inclusiveness, sustainability, diversity, social safety; how does the organisation ensure that these are addressed?
  - A signed code of conduct.

### ➤ Acknowledgement

After applying for the start-up grant and getting formal status, do you want to get started right away on getting your student organisation recognised? Check the [website](#) to see what conditions need to be met.

## **4.2 Annual budget grant**

An annual budget grant is a grant aimed at realising regular activities for which the applicant has demonstrably not been able to complete the budget and which fit within the general objectives and guidelines of this regulation. When drawing up the annual budget, the student organisation must include **all** core activities and separate projects/events it expects to realise in the coming financial year.

A condition for the annual budget grant is that the applicant makes an effort to meet the budget itself by generating its own income through, for example, membership fees, work actions, or sponsorship.

The TWC values full and clear explanations in settlements and applications for subsidies.

## For whom:

- Recognised student organisations.
- Student organisations that fall under the umbrella organisations NSSR, Culture on Campus and SOFv\* cannot apply for an annual budget subsidy from SLIM, but instead follow the subsidy regulations of the respective umbrella organisation (see also '7. *Special position of umbrella organisations SOFv, NSSR and CODC*').



\* Student organisations that fall into the category of study and faculty associations cannot apply for an annual budget grant through SLIM. They apply to their own faculty or programme. See also '2. Conditions and guidelines'.

## Required documents:

- Application form (web form)
- Policy plan in PDF, consisting of at least:
  - Description of the organisation
  - Objective
  - Target
  - Sustainability paragraph<sup>1</sup>
  - Diversity paragraph<sup>2</sup>
- Settlement account + notes previous financial year (Excel)
- Annual budget and balance sheet + notes (Excel)

## Deadlines:

- The application should be submitted to the TWC by 1 November. For applications through the umbrella organisations NSSR and CODC, other deadlines apply.
- Settlement (if required) should be delivered to the TWC by November 1. For applications through the umbrella organisations NSSR and CODC, other deadlines apply.

To make a new application, submission of a statement is **always** required.

### **4.3 Incidental project grant**

An incidental project grant can be applied for an activity that goes beyond an organisation's regular activities. This includes, for example, collaborations with other student organisations that were not yet known at the beginning of the academic year. Lustrum activities are **not** included.

So please note; this means that an event organised for the first time, but for which it is already known that it will take place during the year, will not qualify for an incidentale project grant but must be included in the annual budget!

In providing the incidental project grant, the TWC expects that the applicant will continue its efforts to generate its own income.

## For whom:

- Recognised student organisations.

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<sup>1</sup> The sustainability paragraph contains the sustainability trade-offs. Need inspiration? Drop by the Radboud Green Office during the walk-in hour or contact us at [greenoffice@ru.nl](mailto:greenoffice@ru.nl).

<sup>2</sup> The diversity section contains diversity considerations and proposals to promote an inclusive student body and/or campus. Need inspiration? Contact SLIM at [slim@ru.nl](mailto:slim@ru.nl).



- Student organisations that fall under the umbrella organisations NSSR, Culture on Campus and SOFv\* cannot apply for a guarantee subsidy for incidental projects through SLIM, but instead follow the subsidy regulations of the respective umbrella.

*\* Student organisations that fall into the category of study and faculty associations cannot apply for an annual budget grant through SLIM. They apply to their own faculty or programme. See also '2. Conditions and guidelines'.*

## Required documents:

- Application form (web form).
- Project description in PDF, consisting of at least:
  - Objective
  - Target
  - Organising party/parties
  - Communication plan
  - Sustainability paragraph
  - Diversity paragraph
- Budget and balance sheet + notes (in Excel)
- Settlement + explanation (in Excel)

## Deadlines:

- The grant application for an occasional project should be submitted no later than 2 months before the project takes place.
- The settlement should be submitted no later than 2 months after the project has taken place.

## 5. Grant applications

Student organisations can apply for grants from the start of the academic year. Pay close attention to the deadlines used. Are you applying for an annual budget subsidy? Then keep in mind that your application, and therefore any settlement, must be in by **1 November** at the latest.

### 5.1 A good grant application or settlement is;

- complete and clear, i.e. a fully, truthfully completed application form;
- includes a detailed explanation of the budget/balance sheet/assets. The TWC looks at the reasoning and would like to see a reflective treasurer;
- in the correct file types, i.e. PDF for the text documents and Excel for the financial statements. A printout from Conscribo is not a statement. Check our [website](#) for an example of a budget;
- includes an annual plan or policy plan, including a sustainability and diversity section;



Sloppy, incomplete applications will **not be** considered. If in doubt prior to an application, contact your dome's treasurer, or [slim@ru.nl](mailto:slim@ru.nl). Be sure to raise the alarm in good time.

## 5.2 Assessment of your application

The Allocation Committee assesses applications on the basis of:

- quality: incomplete and/or incorrect applications will not be considered;
- previous results, both substantive and financial;
- the objective;
- the organisational approach;
- the communication plan;
- Focus on sustainability and diversity/inclusion;
- ability and commitment to raise own income;
- equity of the student organisation.

## 5.3 Deadlines TWC

Applications and statements must reach the TWC by the following deadlines. Submit an application via the web form found [here](#).

- Wednesday, 6 September
- Wednesday, 27 September
- Wednesday 18 October
- **Deadline for 1 November (annual budget)**
- Wednesday, 8 November 2023
- Wednesday 29 November 2023
- Wednesday 10 January 2024
- Wednesday, 1 February 2024
- Wednesday 21 February 2024

Spring dates will be communicated on the website.

During the months of July and August, the TWC has summer recess. So make sure your applications are done on time.

## 5.4 Decision-making and objection

The TWC's decision comes about after the monthly meeting and is determined according to these regulations. Do you disagree with a decision or have questions? Please contact [slim@ru.nl](mailto:slim@ru.nl) first.

If the applicant disagrees with the decision taken, a notice of objection can be submitted within six weeks from the date of the decision via the website

<https://www.ru.nl/en/students/services/guidance-advice-and-complaints/complaints-objections-and-appeals/central-complaints-office>



In cases not covered by the guidelines, Student Life and International Mobility will act in its discretion in line with the guidelines as far as possible.

## 6. Special position umbrella organisations SOFv, NSSR and CODC

SLIM has special cooperation with three of the six umbrella organisations, namely the SOFv, CODC and the NSSR. Separate grant arrangements have been made with each of these umbrella organisations.

### 6.1 The Nijmegen Student Sports Council

The NSSR is the umbrella organisation for student sports associations. Members of the NSSR are entitled to various grants which they must apply for through the NSSR treasurer, namely;

- Annual budget grant;
- Grant for an occasional project;
- Wellbeing subsidy.

The NSSR and (new) members of the NSSR can also always turn directly to SLIM for start-up funding or to the Radboud Student Fund for unique projects with broad impact.

### 6.2 The Faculty Associations Cooperation Committee

The SOFv is the umbrella organisation for study and faculty associations. Study and faculty associations depend primarily on their own faculty or study programme for financial support. Members of the SOFv are also entitled to various subsidies which they have to apply for through the SOFv, namely;

- Wellbeing subsidy;
- Collaboration grant;
- Group travel subsidy.

For incidental projects and regular grants in the annual budget, SOFv members turn to their own faculty. The SOFv and (new) members of the SOFv can always also approach SLIM directly for the start-up grant or the Radboud Student Fund for unique projects with a broad impact.

### 6.3 Culture on Campus

CODC is the umbrella organisation for cultural student organisations. Members of CODC are eligible to apply for various grants through the CODC treasurer, namely;

- Annual budget grant;
- Grant for an occasional project;
- Wellbeing subsidy.

In addition, CODC and (new) members of CODC can always turn directly to SLIM for start-up funding or to the Radboud Student Fund for unique projects with broad impact.





## 7. What other financial support is there?

Besides the Student Life and International Mobility grants mentioned above, there are other ways in which SLIM and other departments provide financial support to students (organisations).

### 7.1 Group travel grant - SOFV x SLIM

Study and faculty associations affiliated to the SOFv can apply to this umbrella organisation for subsidies for group trips of an academic nature. Sustainability is a determining factor in the amount of the subsidy award per participating student. The SOFv receives an annual amount from SLIM that is paid out to students participating in a group study trip. For more information and the regulations, check the SOFv's [website](#).

### 7.2 Collaboration grant - SOFv x SLIM

Student and faculty associations affiliated to the SOFv can apply to this umbrella organisation for subsidies to organise an activity or project in collaboration with another recognised student organisation. This is an occasional, formal activity such as a symposium, congress or study day. For more information and the regulations, check the SOFv [website](#).

### 7.3 Project grant - Radboud Student Fund

Student organisations can apply to the Radboud Student Fund to support creative and innovative ideas that contribute to the development of (active) student life at Radboud University. The ideas should be in line with themes from the [Strategy](#) (e.g. sustainability, internationalisation, welfare, entrepreneurship, diversity and inclusion). A condition for this grant is that it concerns projects with a structural/long-term effect, while the grant is a one-off. The aim of the grant is to increase the impact of Radboud University's objectives and contribute to the long-term development of a vibrant campus. In this way, the Radboud Student Fund encourages student organisations to actively contribute to a lively campus and thus facilitates initiatives not covered by other grants. More information about the Radboud Student Fund and about the application procedure can be found on the [website](#).

### 7.4 Wellbeing grant - Radboud Student Wellbeing

The well-being grant can be applied for an activity, event, initiative, project, with the aim of promoting student well-being. Well-being is a broadly interpreted theme and can include connecting with each other and the university, personal development, increasing mental strength, being seen and community building.

Regular activities of a student organisation are not eligible for the welfare grant.

We do not subsidise membership weekends. However, any substantive activities on such weekends and/or retreats do qualify for the welfare subsidy.

Do you have questions, or would like someone to contribute content? Then email Radboud Student Wellbeing at [studentenwelzijn@ru.nl](mailto:studentenwelzijn@ru.nl). This grant is available **until August 2024**. More information can also be found on the [website](#).



## For whom:

- Recognised & unrecognised student organisations;\*
- Individually or with a group of students.

\* *Student organisations affiliated to the SOFv, CODC or the NSSR apply for the welfare subsidy there.*

## Delivery:

- Application form (in PDF)
  - Project description, consisting of at least:
    - Description of the organisation
    - Objective
    - Target
    - Plan incl. explanation of how it contributes to well-being
    - Budget

## Deadlines:

The grant application for an occasional project should be submitted no later than 2 weeks before the project takes place.

The settlement should be submitted no later than 2 months after the project has taken place.