

# Regulations Project Grant

## Chapter 1. General provisions and conditions

### Article 1. Definitions

1. Project grant: financial contribution to a project group, provided to facilitate specific project.
2. Project group: a group or committee that works towards a production (for example a play) in a relative short amount of time within a set period of time and has its own closing budget.
3. Student Board: the Usva Student Board, part of the University Student Cultural Centre (USCC) of the University of Groningen.
4. Provisional project grant: the grant that is made available to a project group following the assessment of the grant application and subject to conditions. If, during the procedure for establishing the definitive grant, it proves that the applicant has failed to meet the conditions, the definitive grant may be reduced.
5. Definitive project grant: the grant that is definitively awarded to the grant applicant after the supporting and evaluation documents submitted by the applicant have been assessed.

### Article 2. General conditions

1. A project grant is awarded to students whose objective is to encourage the active participation and development of students in Groningen in the domain of art and culture. The project must contribute to the development of art and culture among students in Groningen.
2. A project group is only eligible for a project grant according to these regulations if the group consists of at least 50% UG or PhD students. In the case where this rule causes difficulties (such as a gallery where art of a non-student is shown), the Student Board will make a special decision for the applicant.
3. Project groups have to be an association or foundation or be part of one. A committee of an organization fulfills this condition. When a project group does not fulfill this condition, it is still recommended to contact Usva, such that alternative options can be assessed. To prove this, a project group needs to send the Articles of Association of the organization or foundation.
4. Projects with one or more of the following characteristics are ineligible for an project grant:
  - a. Projects with no relationship with art and culture;
  - b. Projects that are not open to or not intended for all UG students;
  - c. Projects with a commercial objective;
  - d. Projects that are entirely dependent on Usva funding;
  - e. Projects intended for only a very limited group of students or that will benefit only a very limited group of students;
  - f. Projects provided for individuals;
  - g. Projects that are closed to the public;
  - h. Projects that are otherwise unsuitable for the allocation of a grant.
5. At any moment, the Student Board may request to inspect the accounts of projects receiving grants.

### Article 3. Financial conditions

1. Financial support provided under these regulations is always considered to be complementary to other means of funding. The requested grant amount may not be more than 30% of the total amount of requested funding.
2. Financial support is only awarded insofar as it is demonstrated that there is a financial necessity for support. This also means that the project in question may not generate a profit. This is determined retrospectively.
3. The maximum amount for project grant applications is 750 euro.

#### **Artikel 4. Special conditions**

1. Project grants can be rejected if the project was held in a theatre or the same capacities as the theatre at Usva, while Usva's theatre was available, without providing good argumentation.

### **Chapter 2. Project grant applications**

#### **Article 5. Required information**

1. Applications for project grants will only be processed by the Student Board if the organization provides the following information before the project takes place:
  - a. A completed application form;
  - b. A covering letter detailing the background to the application;
  - c. A description of the project (incl. content, objectives, workplan);
  - d. A current budget, drawn up in Microsoft Excel or a similar spreadsheet program, with explanatory notes;
  - e. A publicity plan for the relevant year;
  - f. An overview of the staff complement (incl. position and UG degree programme).
  - g. All UG students must submit a proof of registration (a proof of registration guide is available here: <https://www.rug.nl/education/bachelor/international-students/admission-and-application/statement-of-enrollment>). PhD students can prove that they have an appointment with a written declaration provided by the relevant organization. Research assistants and research students are not considered as students for the purposes of these Regulations.
  - h. The organization of the project group's most recently approved secretarial and financial annual report\*;

\* If the Student Board already has the most recent versions of the documents described in subparagraphs h and i, then these documents do not have to be resubmitted.
2. The Student Board may request additional information from the applicant, orally or in writing, if it deems this necessary for the proper assessment of the application.

#### **Article 6. Deadline for submitting applications**

1. There is no deadline for sending in an application for a project grant. They can be sent in during the entire year.
2. The application has to be sent in at least **two** weeks before the start of the project. In special cases the Student Board can make an exception.

#### **Article 7. Processing the application**

1. The Student Board will only process the grant application if the applicant meets all the conditions described in these Regulations, including articles 5 and 6.
2. Student Board will inform the applicant as to whether their application will be processed within two weeks of receipt.

### **Chapter 3. Decision on the provisional project grant**

#### **Article 8. Assessment**

1. The Student Board will assess the following project characteristics before awarding a provisional grant:
  - a. Content and quality of the project plan;
  - b. Quality (e.g. artistic quality) and level of the relevant activities;
  - c. The objectives and the desired result;
  - d. The target audience and the reach (size, need and addition);
  - e. Organizational approach (professionalism, feasibility, time frame, etc.);
  - f. Publicity plan;
  - g. Costs and income, their justification, and the actual need for support in relation to the project group's existing financial resources;
  - h. The reasonability of the costs and income;
  - i. Ratio between the requested grant and own income and expenses.
2. The Student Board will then determine the amount of the provisional project grant. The following weighting factors will play a role in addition to the applicant's financial needs:
  - a. The discipline involved (e.g. 'dance', 'theatre' or 'multimedia'), whereby Usva will endeavour to support as many different disciplines as possible, and whereby multidisciplinary and interdisciplinarity will be valued particularly highly;
  - b. The target group of the project, i.e. that the audience represents all students and emphatically not only a single faculty or student association.
  - c. The originality and/or innovativeness of the project;
  - d. The inspirational and motivational impact of the project, i.e. that the project encourages students to think differently about art and culture, or introduce students to forms of art that they would not normally consider;
  - e. The value of the project for the cultural life of students in Groningen;
  - f. The opportunities that the activities provide for students to develop professionally or personally.

#### **Article 9. Decision to award a provisional project grant**

1. The Student Board will inform the applicant of the provisional decision regarding their application within four weeks of the application.
2. The Student Board reserve the right to reject an project grant application for reasons not mentioned in these Regulations, whereby they will inform the applicant of these reasons.
3. The Student Board may decide to exclude certain costs from the grant, whereby they will inform the applicant of their reasons for doing so.
4. The Student Board may make a provisional project grant subject to certain restrictions.
5. A decision to award a provisional grant will comprise:
  - a. The amount of the provisional project grant;

- b. The conditions that the organization must meet for the grant to be approved as definitive.

6. A decision not to award a provisional grant will include a motivation for this decision.

#### **Article 10. Accepting a provisional project grant**

1. If, within two weeks of receipt of the decision as described in Article 9, Paragraph 5, a grant applicant fails to reject a provisional grant awarded to it, the provisional grant will henceforth be deemed to have been accepted and the project will start as such for Usva.
2. By accepting the provisional grant, the grant applicant commits to the following:
  - a. To include the Usva logo, clearly legible and in the appropriate colour, in all its online and offline publicity material such as flyers, posters and programme booklets. The logo and instructions for using it can be found here: <https://www.usva.nl/en/business/subsidie/download-logo/>. The logo must at least be the same size as the other logos, and in any case no smaller than one percent of the total surface area of the flyer, poster or page.
  - b. To refer to the Usva as “Student Culture Centre Usva”, whereby Usva has to be written with a capital U.
  - c. The project group has to give two free tickets to the Student Board for the project for which they receive a project grant.
3. By accepting the project grant, the applicant provides Usva with permission to publish, present or reproduce images (e.g. photos of productions performed in the Usva theatre), whereby the applicant will not be remunerated for the use of these images.

#### **Article 11. Changes during the term of the provisional grant**

A project group that has received a grant must consult with the Student Board in case of any major changes to the project described in the project grant and when:

- a. The project turns out to take a shorter or longer amount of time than expected in the application and/or;
- b. Amounts and/or cost items in the budget change significantly.

### **Chapter 4. Decision on the definitive project grant**

#### **Article 12. Required information**

1. The project group must send the Student Board a final report by no later than 6 weeks after the project of the project grant took place. The final report must include:
  - a. A substantive evaluation of the project, including at least the following items:
    - I. Whether or not the objectives were achieved,
    - II. The quality of the project,
    - III. The public that was reached with the project,
    - IV. The performance in regard to the predetermined time frame and work plan,
    - V. The organizational processes (division of tasks),
    - VI. And other experiences;
  - b. An overview of the total number of participants of the project and the percentage of UG students among them, if the project group has influence in this;
  - c. A financial report including the financial results and an account of how the grant was spent;
  - d. Copies of all promotional material used;

- e. If the Student Board set additional conditions or restrictions on the provisional grant as described in Article 9, paragraphs 3 and 5, the organization must also provide additional justification of these (insofar as these have not already been addressed).
2. The Student Board has the right to request additional documents from the organization, such as receipts of costs, in order to assess the use of the grant.

### **Article 13. Decision to award a definitive project grant**

1. The Student Board will decide on the definitive grant within 4 weeks of receipt of the documents described in Article 12. This decision will be made known to the grant recipient along with the following information:
  - a. The amount of the definitive project grant;
  - b. An explanation if the amount of the definitive grant deviates from the amount of the provisional grant.
2. The Student Board are entitled to reduce the definitive grant in comparison to the provisional grant to as much as € 0 if:
  - a. The documents described in Article 12 are submitted too late or incomplete to the Student Board, and/or;
  - b. The project for which the provisional project grant was awarded was not or only partially carried out, and/or;
  - c. In the opinion of the Student Board, the project failed to sufficiently meet the objectives described in the grant application, and/or;
  - d. The project group did not properly account for or justify the projects conducted and the associated income and expenses, and/or;
  - e. The project group provided incorrect or incomplete information while the provision of correct or complete information would have led to a different decision with regard to the awarding of the grant, and/or;
  - f. The determined grant was not justified and the project group was aware of this or should have been aware of this, and/or;
  - g. The project did not meet the obligations attached to the grant.

### **Artikel 14. Payment of project grant**

1. The project grant will be paid after decision to award the definite grant.
2. The applicant can request a deposit of a maximum of 50% of the total project grant after the Student Board has accepted the provisional project grant. This request has to be submitted in writing to the Student Board.
3. The Student Board will respond to the deposit request within two weeks.