

Grant eligibility criteria for Student Associations – The Welfare Council’s Culture Board

These resolutions are ratified in The Welfare Council and Culture Board’s statutes

1. Eligibility Criteria

- 1.1 The Culture Board allocates funds to activities that are for students by students at educational institutions associated with The Student Welfare Organization of Oslo and Akershus (SiO)
- 1.2 The Cultural Board’s evaluation is based on its statutes, eligibility criteria and priorities. These are presented in The Cultural Board’s yearly action plan.
- 1.3 Upon evaluation of an application, The Cultural Board focuses on
 - a) Applicants level of activity
 - b) Number of SiO students involved in the organization
 - c) Financial management and quality of operations
 - d) Utilizing opportunities for self-employment (income creation)
 - e) Changes in levels of activity and student membership in comparison to previous period
 - f) Applicants position in the overall culture scene
 - g) Local measures
- 1.4 New organizations and activities can be allocated additional support during their startup phase
- 1.5 Student publications and other student medias receive grants within their own category with detailed criteria (see 2.5 in this document)

2. Types of Grants

2.1 Operations Grant

Operations grant is grant from The Culture Board that together with the applicant’s other income, cover normal organizational activity for a semester or a calendar year. Operations grant is suitable for associations with a solid and transparent activity. Associations can apply for Operations grant either for a semester or for a calendar. The Cultural Board may choose to divide the Operations grant in to two, to be allocated at the start of each semester.

2.2 Project Grant

Student Associations can apply for any big or small events they are organizing. There are different types of project grants,

a) Guarantee to cover eventual deficits from a single event or project

Guarantee to cover eventual deficits from a single event or project can be allocated to big events or project where the economical result is deemed unpredictable. Deficit guarantee is mainly related to revenue failure from ticket sales. This guarantee is usually allocated in situations where the event or the project is not covered by Operations grant. In cases where the association exclusively arranges big events or projects, the association can with agreement with The Culture Board, apply exclusively for deficit guarantee for these events or projects in addition to application for Operations grant. If the applicant has its own startup fund or is part of an organizations with access to such funds, then this will be taken into consideration during evaluation of the application. The Culture Board may reduce the amount it gives in deficit guarantee or conclude to cover only parts of the deficit based on the information stated above.

b) Grant for a single project

Grant to a single project can be allocated to a big event or project that is not part of Operations Grant. In cases where the association exclusively arranges big events or projects, the association can with agreement with The Culture Board, apply exclusively for such grant instead of applying for Operations Grant.

2.3 Investment Grant

- a) Investment grant is allocated mainly to student associations that are in the startup phase where there is need for various materials or for associations with other specific needs.
- b) If such grants can secure benefit for large part of the student body, The Culture Board may consider giving an exclusive grant.
- c) When Investment Grant is allocated either as loan or funding, the applicant must sign a contract that stipulates when repayment shall take place with a description of materials the association has received funding to buy. If repayment doesn't take place within the deadline or in case of other breach of contract, The Cultural Board can demand that full repayment occurs immediately.

2.4 Grant for Student publications and other student medias

Grants for Student publications and other student media includes media and publications that are not part of The Welfare Council's media allocation criteria, cf. § 1) In The Welfare Council's media policy grant allocation criteria. When evaluating an application, The Culture Board in addition to subsection 1.3 in these grant allocation criteria, also put emphasis on grant criteria §2 a and e-l in The Welfare Council's media policy grant criteria.

2.5 Selection of Grant type

The Culture Board, if it deems it will benefit the applicant, choose to give a different type of grant than the one the applicant has applied for initially. The applicant shall be informed when such decisions are made.

3. What applications are not eligible?

3.1 Grants are not allocated to:

- a) Applicants that receive direct support from The Welfare Council and/or SiO, with the exception of exclusive agreements.
- b) Travel costs for active members of the association
- c) Applications where large portion of the grant is going to be used on the associations own members for example salary or food and drinks
- d) Activities or materials that can be covered by exclusive agreements or similar services from the educational institutions
- e) Measures where the event can or should be within the teaching framework of the educational institutions
- f) The Culture Board does not allocate funds to ordinary operations of the student body (program, institute, and student council). These sectors are part of the educational institutions responsibility. For exemption from these regulations, see chapter 7 "Student body" in this criteria.
- g) Payment of loans
- h) Applicants that without reasonable cause exclude or discriminate based on ethnicity, ethnical background, ancestry, sexual orientation, gender, disability, race, language, religion, spirituality or encourages others to such discriminatory practices.

4. Demands to applicants

- 4.1 Associations that wish to apply for grant from The Culture Board must have their own statutes (laws, bylaws, and the likes) that regulate how the association functions. The statutes must be approved by the general assembly of the association and regulate what will happen to assets in case of liquidation. The Culture Board may demand to have access to the association's statutes before it allocates funds.
- 4.2 Upon liquidation, associations that have received funds from The Culture Board must send a final audit. The Culture board may demand that parts of the association's assets are transferred back to The Culture Board.
- 4.3 First time Applicants must send the association's statutes to The Culture Board. Account number can be sent afterwards if the association has not acquired one when sending an application.
- 4.4 The applicant must be the sole owner of the bank account in the name of the association. The account number can be sent afterwards if the association has not acquired one when sending an application.
- 4.5 In order to receive Operations grant, applicant must be a registered student association. The Culture Board's secretary and SiO Studentliv provide assistance and inform associations about regulations for registration.
- 4.6 Individuals and ad hoc-groups can apply for Project grant. The Culture Board will set up a specific contract in order to ensure the fund is used for the purpose it was allocated.

- 4.7 Associations that do not have spending rights of earned profits in the subsequent year, for example associations that engage in fundraising for other purposes than their own operations can only apply for startup support.

5. When to apply?

- 5.1 In the beginning of each semester, The Culture Board announces application deadlines for the semester and date of its first meeting for the following semester. The Cultural Board also announces specific deadline for different types of applications.
- 5.2 Applications for Operations Grant for the spring semester or the calendar year must be sent in during the spring so that they are evaluated during the semester.
- 5.3 Applications for Operations Grant for the fall semester must be sent in during the fall so that they are evaluated during the semester.
- 5.4 Applications for Project Grant must be sent in the same year as the project takes place. Exceptions can be made when the application must be evaluated before the first The Culture Board meeting in the New Year.
- 5.5 When applying for grant for a specific event, the application should be sent in at least a week ahead of the event so that The Culture Board can evaluate it at its board meeting.
- 5.6 When the applicant is asked to send in additional information, it must be sent in within three months unless The Culture Board sets a specific deadline. If the association does not send in additional information that is required, then The Culture Board will conclude that the application has been withdrawn.

6. Application Information

- 6.1 Applications must be sent to The Culture Board through the application system administered by The Culture Board Secretary. A Complete application consists of an application form and attachments of additional information
- Associations can apply for the following grant forms
- Operations Grant
 - Media Grant (Grant for publications and media that are not part of The Welfare Council's media grant policy)
 - Project Grant
 - Investment Grant
- 6.2 Applications for Operations Grant must include the following information
- a) Applicant's name and address
 - b) Contact person with address
 - c) Applicants mission
 - d) Number of members and how many of these members are students at educational institutions that are part of SiO. If the association does not practice membership, then it must clarify how many SiO students will benefit from its events.
 - e) If associations practice lifetime membership, then an overview of how many members are in different membership categories must be given.

- f) Membership fee
- g) Connection with other organizations
- h) Overview and account of other subgroups the association is made of
- i) Overview of other organizations and agencies that the applicant applies/receives monetary funding from

The following documents must be sent as attachment

- I. Report about activities from last period
- II. Full audit overview from last period
- III. Plan for the application period
- IV. Budget for the application period
- V. A document about capital the association has and how it plans to use this capital. If the association is connected to a foundation where such capitals are saved, then this must also be accounted for.

6.3 Grant for student publications and other student media

The application should include similar information as an application for Operations Grant.

In addition, the following information should be sent in

- a) What type of media product the association wishes to publish
- b) Size based on the number of pages and format for publication and number of productions, length and format for other media types
- c) Number of publication or productions that were allocated funds in the previous period
- d) Number of publication or productions that actually were published
- e) How its publication is distributed
- f) Sales price (subscription, single sale)
- g) Share of publication or production that is circulated/distributed among students
- h) Numbers of members in the editorial board
- i) Number of SiO students in the editorial board
- j) Name and address of the printing press company if this is a publication

The attached document shall also include a copy of the publication circulated in the last application period or similarly productions if it is radio, television or internet productions.

6.4 Project Grant

The application must contain similar information as an application for Operations Grant.

In addition, it must also include the following information

- a) Presentation of the project that grant is being requested for
- b) Detailed budget plan for the project

6.5 Investment Grant

The application must contain similar information as an application for Operations Grant.

In addition, it must also include the following information

- a) Detailed and specific budget plan for the investment.
- b) Description of the investment plan with a detailed documentation for the necessity of this grant.
- c) Description of how the association obtained price quote and the reason for the offer selected.

7. Student body including Program and student council

- 7.1 Project support may be granted to student organs if the project is out of the ordinary work of the student body and clearly and significantly strengthens the students' social and cultural offerings.
- 7.2 The same rules implemented for student organs apply for associations that perform student organizational function.
- 7.3 The same rules and regulations apply for alumni associations.

8. Reporting requirements, payment terms and sanctions

- 8.1 Funds that are provided by the The Culture Board should be used according to its funding criteria, information given in the application and the specific guidelines in the statute of The Culture Board.
- 8.2 The legal and financial officer of the association should sign the application. The signatory of the application agrees that information provided in the application is correct and accepts the terms of the grant.
- 8.3 The Culture Board can demand that certain criteria are fulfilled before it transfers funding to the association's account. The Culture Board can specially demand
 - a) Change in the Budget plan. The leader of the Culture Board, Secretary and applicant will review the budget and make changes to make it more accurate.
 - b) That the applicant meets the requirements of The Culture Board in terms of accounting and financial management.
 - c) That the applicant meets the requirements of The Culture Board in terms of accounting and financial management.
 - d) Auditing cf. The Culture Board's regulation.
 - e) Membership control cf. The Culture Board's regulation.
- 8.4 The Culture Board can require that specific or total amount of the fund is paid back if
 - a) There is a discrepancy between the information given in the application and how the funding was actually used.
 - b) Funding is used in a way it violets the terms of the grant.
 - c) Applicant refuses to let The Culture Board carry out audits, membership control or does not provide the materials within the deadline in order for The Culture Board to carry out the tasks mentioned above.
 - d) Applicant does not send in the documents The Culture Board has requested within the deadline.

9. Urgent Resolutions

- 9.1 The Culture Board can make urgent resolution for applicants of Project Grant by organizing an extraordinary meeting when such occasions call for it. These resolutions are made for exceptional cases and a satisfactory reason must be provided when such meetings are called.
- 9.2 The Culture Board's leader and its deputy can make urgent resolutions for Operations Grant applications from new applicants as long as they meet the requirements above.
- 9.3 The leader of The Cultural Board sets resolution for applications about Project Grant. The resolution will be presented to The Culture Board with a deadline for response. Each member of the board should consent to the procedure of an urgent resolution.
- 9.4 The Culture Board's leader and its deputy can grant up to 3000 KR. to applications for Operations Grant from new applicants. Afterwards the application can be evaluated at the first meeting of The Culture Board. The funding can then be increased, but the board cannot withdraw the fund that has already been given.

10. Commencement

The Welfare Council adopted these provisions on May 6, 2013. They will be implemented from 01.08.2013.