

Dear Applicant,

In order to make it easier to apply for a CAS subsidy, we have some guidelines regarding the required documents. By following these guidelines you can be sure that you are providing all the information that the CAS needs to evaluate your request.

The initial request (budget) should consist of:

- A (short) letter describing the applicant's organisation, the activity, and the target group targeted of the activity;
- A fully completed application form (do not forget the signatures);
- A budget containing references to the appropriate regulation number. This budget must be completed according to the attached example or submitted in a similar format. The CAS does not need to view the organisation's entire accounts. Only if there is reason to do so, the CAS will ask for the organisation's accounts;
- A brief explanation per budget post, so that it is clear to the CAS what it is about. The absence of an explanation may result in a budget post not being approved.

The final application (settlement) should consist of:

- A (short) letter explaining how the activity went; - A fully completed application form (do not forget the signatures);
- A settlement must have the same structure as the budget. Again, the CAS does not need to see the organisation's entire accounts in the first instance;
- A brief explanation per budget post, so that it is clear to the CAS what it is about. The absence of explanation may result in a budget post not being approved.

Both the initial and the final application must be submitted **by post**.

The application can be sent to:

Commissie Activiteiten Support
Generaal Foulkesweg 37
6703 BL Wageningen

For questions, please visit cas@wur.nl. Please note that the CAS is not a daily operating committee. In case questions require consultation, the answers will be sent after the next meeting of the CAS.

Payment orders are sent out once a quarter and have to be processed after that, so it may take several months before the allocated amount is transferred.

Yours sincerely,

CAS 2023

Information applicant (Organisation/ Association/ Foundation)	
Name:	
Address:	
Postal code:	City:
IBAN:	
Information Contact person	
Name:	
Address:	
Postal code:	City:
Telephone number:	E-mail:
Description Activity	
CAS-subsidy year:	Date activity:
Description activity:	
Summarized Budget	Total costs: _____ Income (exc CAS) _____ CAS-subsidy (expected) _____ Total _____
Number of participants:	Percentage WUR students:
Accountability	
<i>Said truthfully</i>	Place: _____ Date: _____
	Signature contact person: _____
Statement board	
The undersigned, members of the board of the applicant organization, declare that this form submitted by the treasurer to the CAS, done so properly and with care, is correct. This applies to both the revenue and expenditure shown in the budget / statement of account for the motivation with regard to the activities.	
To be completed by board members of the applicant organization	Place: _____ Date: _____
	Name (1): _____
	Signature (1) _____
	Name (2): _____
	Signature (2): _____

Explanation (if needed)