

*The Wageningen University Fund promotes the flourishing of Wageningen University and Research Centre.*

## **FUNDING SCHEME FOR STUDENT ACTIVITIES**

The funding scheme for student activities of the Wageningen University Fund (WUF) is intended to support one time (nonrecurring) activities of students<sup>1</sup> (preferably groups of students). With the funding scheme for student activities, WUF wants to help initiate student activities that fall outside the normal funding procedures of Wageningen University. Of such activities, WUF prefers to support projects with an international character that are important for the flourishing of the Wageningen academic community in the Netherlands and abroad and that are related to university study and student life. By funding these projects, the WUF aims to provide positive publicity for Wageningen University.

### **(1) Step plan applications subsidy**

1. Check whether the activity fulfils the guidelines of the WUF (see (2), if not, no subsidy)
2. Check whether the subsidy is subject to any exclusions or enforcements (see (3), if so, no subsidy)
3. Check whether the activity fulfils the specific guidelines applicable to the activity (if not, no subsidy)
4. Submit the application, accompanied by:
  - The general application form
  - A clear budget with itemised costs and description of all revenue
  - All activity-specific allowances

**Important:** If an application fails to fulfil the requirements and the applicant feels that the activity (or part thereof) should be eligible for a subsidy, he/she can submit an application. This should state which requirements are not fulfilled and why the activity (or part thereof) should be subsidised.

The application must be submitted in writing at least 3 months and at most 1 year before the start of the activity to the Wageningen University Fund. You can submit your application by filling out the form at the [website](#).

- The amount of the subsidy will never be higher than 50% of the total costs with a maximum of €3000.
- The amount of the subsidy may be affected by other restrictions, see (6)
- The WUF reserves the right to reduce subsidies or reject applications for its own reasons. No correspondence is permitted. For more information about the administration procedure, see (4).
- The board reserves the right to reject applications or terminate the incentive scheme for financial reasons.
- The subsidy is only granted if the conditions are fulfilled, see (5). If it becomes apparent that the activity does not fulfil the proposal for which the subsidy was granted, the WUF reserves the right to reduce the subsidy.

---

<sup>1</sup> Students are defined as: all individuals who are enrolled in the Bachelor or Master phases at Wageningen University,

**(2) Activities which are eligible for subsidy**

1. Organising a congress or symposium (6.1)
2. Inviting international guest speakers (6.2)
3. Presentations by individual students to Wageningen University at international congresses (6.3)
4. Organising a study trip for students at Wageningen University (6.4)
5. Activities aimed at promoting the integration of Dutch and international students to Wageningen University (6.5)
6. Activities which contribute to the scientific character of Wageningen and which are aimed at a wide (student) audience within Wageningen University (6.6)
7. Activities of groups of students related to international collaborative agreements of Wageningen University for which there is no or insufficient funding within the collaborative agreement (6.7)
8. Activities which promote the integration between students and alumni of Wageningen University (6.8)

**(3) Activities which are NOT eligible for subsidy**

1. Activities which relate to annual events, with the exception of study trips;
2. Activities which are not related to studies at Wageningen University;
3. Activities which do not serve the interest of Wageningen University;
4. Activities which are only aimed at personal interest or benefit;
5. Activities submitted by anyone other than students of Wageningen University even if they are related in some way to Wageningen University;
6. If organisers, participants or other people involved receive a wage or financial funding, with the exception of guest speakers;
7. Applications for sports and cultural events of an open nature as well as participation in shows, competitions & tournaments outside Wageningen. Subsidy applications for these activities should be addressed to Sportstichting Wageningen University Thymos ([www.swuthymos.net](http://www.swuthymos.net)) and CAS (Wageningen University Committee for Student Subsidies) respectively.
8. Activities which are theoretically eligible for subsidy from the LEB fund, even if the application has been rejected by the LEB fund for budgetary reasons;
9. If the application are theoretically eligible for a subsidy from the LEB fund, Thymos or CAS. If the application is rejected by Thymos or CAS on the grounds of content, the WUF may assess the application in relation to the set criteria. This does not apply to subsidies from the LEB fund or rejections on budgetary or procedural grounds.

**(4) Assessment**

To assess the applications, the board has appointed a student advisory committee consisting of at least four students. The student members are recruited by clubs and by the SR president. The aim is to represent all the knowledge areas at Wageningen UR.

The committee meets every three months to assess the applications received. If necessary, applicants are invited to come and explain their application in person. The committee then submits recommendations to the board as to whether to approve applications or not, accompanied by – in the case of approval – a proposal for the subsidy amount. The board ultimately determines – after marginal evaluation – which applications are accepted for what amount and which applications are rejected.

In principle, every three months the committee can allocate a quarter of the annual budget to the different activities. This amount may be supplemented with any available money from previous quarters. Also in very exceptional cases, the amount from the relevant quarter may be increased by a maximum of 50% in a specific quarter, as long as the annual budget is not exceeded.

If the available budget is not fully allocated in a particular quarter, this will temporarily go back to WUF's free reserve. At the end of the financial year, the board of the WUF determines what excess will be allocated to the 'student activities incentive scheme' project.

## **(5) Terms of allocation**

The applicant is informed in writing (by means of an official notice) with regard to the board's decision. The written notice contains the terms of the subsidy allocation and is offered for the applicant's approval.

For example, the applicant is requested to make information material from Wageningen University available to 'external' participants; reference to the name the WUF as co-financier of the activity; and the submission of a short (digital) report (max. 1½ A4). The report thus becomes the property of the WUF, which it can use for activities which support the goal of the WUF.

Participants are also obliged – if applicable – to arrange insurance for a stay abroad and to have had the necessary vaccinations.

## **(6) Activities**

### **(6.1) Organising a congress or symposium**

#### **Description of the activity**

If students of Wageningen University wish to organise a symposium or congress with a wide target group, they may be eligible for a subsidy.

#### **Requirements**

- Congress/Symposium is open to all students at Wageningen University
- Congress/Symposium is of a high academic nature
- During the congress/symposium, the logos of the Wageningen University Fund and Wageningen UR will be displayed

#### **Subsidy**

- Costs incurred for food/drink are only subsidised to a limited extent
- The following applies to this subsidy: if the applicants have submitted several applications in recent years, the latest application will be given less priority. This means that other applications for subsidy will have priority over this application.

#### **Allowance application**

- A signed statement by one or more members of the relevant academic staff, stating the importance of the activity
- Planning of the congress/symposium
- Budget with detailed description of the costs and a clear overview of the revenue

### **(6.2) Inviting international guest speakers**

#### **Description of the activity**

Inviting international guest speakers for symposia, congresses, lectures and other activities, whereby these guest speakers can share their professional expertise with a wide (student) audience in Wageningen.

#### **Requirements**

- The activity is open to all students at Wageningen University
- The activity is of a high academic character

#### **Subsidy**

- The subsidy will be determined by calculating 50% of the total travel expenses, a gift and any accommodation costs immediately before and after the activity

#### **Allowance application**

- A signed statement by one or more members of the relevant academic staff, stating the importance of the activity
- Planning of the activity
- Budget with detailed description of the costs and a clear overview of the revenue

### **(6.3) Presentations by individual Wageningen students at international congresses**

### **Description of the activity**

A presentation by individual Wageningen MSc or BSc students at an international congress. This includes lectures, as well as poster presentations.

### **Requirements**

- The individual student gives a presentation him/herself
- In the presentation, the logo of the Wageningen University Fund and Wageningen UR is displayed
- **Subsidy**
- The subsidy amount is determined by calculating 50% of the total costs of the trip, any participation costs and only the accommodation immediately before and after the presentation
- Food/drink is not subsidised

### **Allowance application**

- A signed statement by one or more members of the relevant academic staff, stating the importance of the activity
- A written invitation from the organisation of the congress/symposium
- Planning of the congress/symposium
- Budget with detailed description of costs

## **(6.4) Organising a study trip for Wageningen students**

### **Description of the activity**

A study trip is organised for students of Wageningen University whereby they can expand their knowledge of the relevant field.

### **Requirements**

- The study trip must have sufficient depth
- After the study trip, a detailed report must be submitted describing each activity
- The quality of the study trip must be safeguarded by the participation of a tutor to obtain ECTS for participation in the study trip

### **Subsidy**

- The subsidy amount will be calculated on the basis of the number of participants and the planned programme and will never be more than 50% of the total costs to a maximum of €3000
- The destination of the study trip does not affect the subsidy amount
- Costs incurred for food/drink are not subsidised

The following applies to this subsidy: if the applicants have submitted several applications in recent years, the latest application will be given less priority. This means that other applications for subsidy will have priority over this application.

### **Allowance application**

- A signed statement by one or more members of the relevant academic staff, stating the importance of the activity
- A detailed day programme describing the activities for each part of the day and explaining why these activities are important to the students
- A budget with detailed description of costs and clear overview of the revenue

## **(6.5) Activities aimed at promoting the integration of Dutch and international students**

### **Description of the activity**

Organising activities aimed at promoting the integration of Dutch and international students. This is not a one-off activity, but a long-term programme.

### **Requirements**

- The activities are aimed at students of Wageningen University

- The club is expected to try and ensure that its members reflect the composition of the Wageningen student population as best as possible
- A long-term policy plan is required of over a year to a maximum of three years. The first year should be developed into a detailed action plan with an extensive budget
- The plan should be explained in person to the assessment committee

#### **Subsidy**

- The subsidies are granted as a guarantee subsidy to a maximum of 50% of the costs with a maximum of €3000 per 12 months
- The subsidy is not paid more frequently than once a quarter based on submitted expense statements
- After 12 months, the plan is evaluated by the committee on the basis of an interim report. The committee can recommend that the subsidy is stopped earlier than planned if the results are insufficient
- Food/drink are not subsidised

#### **Allowance application**

- A signed statement by one or more members of the relevant academic staff, stating the importance of the activity
- Planning of the congress/symposium
- Budget with detailed description of costs and a clear overview of the revenue

### **(6.6) Activities which contribute to the academic character of Wageningen and which are aimed at a wide (student) audience within Wageningen University**

#### **Description of the activity**

Activities which contribute to the academic character of Wageningen and which are aimed at a wide (student) audience within Wageningen University

#### **Requirements**

- The activity is open to all students at Wageningen University
- The activity is of a high academic character

#### **Subsidy**

- Food/drink is not subsidised

#### **Allowance application**

- A signed statement by one or more members of the relevant academic staff, stating the importance of the activity
- Planning activity with explanation of the importance
- Budget with detailed description of cost and a clear overview

### **(6.7) Activities of groups of students related to international collaborative agreements of Wageningen University for which there is no or insufficient funding within the collaborative agreement**

#### **Description of the activity**

Activities of groups of students related to international collaborative agreements of Wageningen University for which there is no or insufficient funding within the collaborative agreement

#### **Requirements**

There is a collaborative agreement

#### **Subsidy**

- A subsidy is only granted if Wageningen UR and other institutions to which the collaborative agreement or Memorandum of Understanding (MOU) applies do not grant a subsidy
- A subsidy is only granted if the WUF feels that the activity is important for the fulfilment of the agreements.

#### **Allowance application**

- Copy of the relevant collaborative agreement or Memorandum of Understanding (MOU)
- Explanation of the importance of the activity
- Budget with detailed description of costs and clear overview of the revenue

### **(6.8) Activities which promote the integration between students and alumni of Wageningen University**

#### **Description activity**

Activities which promote the integration between students and alumni of Wageningen University

#### **Requirements**

- Activity is open to all students at Wageningen University
- Activity is open to all alumni of Wageningen University
- Activity is in relation to one or more of the other activities of the incentive scheme

#### **Subsidy**

- Food/drink is not subsidised
- The subsidy is subject to co-financing by the Alumni & Funds department of Wageningen University

#### **Allowance application**

- Statement from the alumni officer of Wageningen University (Brenda van der Zee) which shows that the activity reflects the alumni policy. See [www.wageningenalumniportal.nl](http://www.wageningenalumniportal.nl)
- Allowance required for the other activity of the incentive scheme with which this application is related