

Application form for the Activity subsidy and Housing

Procedure:

BEFORE the 1st of February email this application form and all necessary documents to cuos.aanvraag@rug.nl.

Attention: All documents that are sent in need to have document names as indicated in the checklist.

Please only send in documents as a pdf or excel!

This application is for:

Activity subsidy

Housing

Disclaimer

This English version of Form B has been translated by members of the CUOS Board. Although we have tried our hardest to translate this document as well as we can, it might be that some questions could be interpreted differently after being translated.

The Dutch version of Form B will be guiding if there is any uncertainty about the exact meaning of the questions. Any further questions about Form A can be sent to cuos.secretaris@rug.nl or cuos@rug.nl.

General information

1) Name of the organisation:
(as indicated in the statutes)

2) Used name(org):
(if different than question 1)

3) Address, post code, place:

4) Telephone number (org):

5) E-mailaddress:

6) Name contact person:

7) Telephone number (contact person):

8) IBAN
(of the organisation (including place):

Checklist

This application form as "0. Application form B [org]"

Most recent Statutes of the Organisation, signed by a notary.
Title: "1. Statutes[org]"

Up to date Chamber of Commerce extract (KvK)
Title: 2. Extract KvK [org]"

Most recent annual budget of the Organisation
Title: "3. Budget [year][org]"

Approved* financial year reports of the past two years, including:

- the income statement (resultatenrekening), incl. explanation (toelichting)
- the balances. incl. explanation (toelichting)

Title: "4 Financial year report [year] [org]"
When handing in multiple documents, use titles such as: "4.2 [document] [year] [org]"

Approved* secretarial year reports of the past two years, including:
- activities overview of all activities, including number of participants
Title "5. Secretarial year report [year] [org]"

When handing in multiple documents, use titles such as: "5.2 [document] [jaar] [org]"

Activities overview/Policy plan of the upcoming/current fiscal year for which the Activity subsidy and/or Housing is being requested
Title: "6. Plan [org]"

Up to date membership list. This is only required if the association has not sent a membership list to CUOS in the current academic year yet. Title: "7. Membership list [org]".

Additional checklist only for Housing

An overview of the number of Board members, currently consisting committees, project groups, University council factions, and other similar organs, including the names of the current members and an indication of the weekly workload in hours.

Title: "8. Active members [org]"

An overview of which entity/Board/committee/Project group is responsible for the realisation of organised activities and planned activities. This is only necessary if this information is not yet provided in the activities overview/policy plan.

Title: "9. Organising entities [org]"

*Approved documents are documents that have been approved by a General Members Assembly/Meeting (for associations) or a Supervisory Board (for foundations).

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Statutes

- 9) In which article of your statutes can we find the formal goal (doelstelling) of your organisation ?
- 10) In which article of your statutes does it specify that your organisation is focused on the student body of the UG/HG?

Associations

- 11) In which article of your statutes does it state who can become a member of you association?

Members

- 12) How many members does your association have in the current academic year?
- 14) How much membership fees do your members pay on a yearly basis? Explain how you collect these fees and where we can find this in your financial reports.

Number of members

Date of estimation

- 13) How is the above mentioned number of members constituted?

RUG students

HG students

RUG staff

Alumni

Others, namely

Housing

- h1) Does your organisation currently receive support from CUOS in the form of Housing? If yes, which room(s)?

- h2) Does your organisation currently have other housing, that is not provided by CUOS? If yes, indicate the location and the number of square meters, as well as if this is rented and/or where the ownership of the space lies.

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Activity subsidy

- a1) How high is the amount that you would like to request?
- a2) Where are the specific amounts that the Activities subsidy should cover and where can the individual amounts be found in the provided annual budget?
- a3) What demonstrates the need for financial support through CUOS?