## TERMS AND CONDITIONS

**General terms and conditions**

1. The applicant must be a charity/foundation or association that is part of the Utrecht University community.
2. The applicant must be a [Friend](http://cms.uu.nl/organisatie/alumni/maak-mogelijk/ik-word-vriend) of the University Fund.
3. The application must indicate the contribution that this project will make to alumni development and why this project deserves funding.
4. A funding application can be submitted either to the [Student Committee](http://cms.uu.nl/organisatie/alumni/utrechts-universiteitsfonds/subsidies-voor-studenten) of the University Fund or the Young Alumni Network, but not both.
5. The application must be submitted to JAN at least eight weeks before the activity and the set [deadlines](http://cms.uu.nl/organisatie/alumni/netwerken/jonge-alumni-netwerk/subsidies) .
6. The application must be drawn up in accordance with the designated [template](http://cms.uu.nl/organisatie/alumni/netwerken/jonge-alumni-netwerk/subsidies/formats).
7. At least 75% of participants must be alumni of the Utrecht University. Please note that Master's students can also be alumni (of Bachelor's programmes).
8. In the case of study societies and faculty associations, the study programme or faculty in question must show that it supports the initiative. For example, this can take the form of funding from the faculty or a letter of recommendation from the Dean or programme coordinator may suffice.
9. In the case of organisations that are not study societies or faculty associations, the association must demonstrate its connection to Utrecht University.
10. There is no automatic entitlement to funding. The JAN will assess every application, and even if the application meets all of the conditions, this does not automatically mean that funding will be awarded.

**Budget & payment**

1. The JAN will only fund essentials such as room hire and the fees for speakers, etc. and not drinks or canapés, etc. The budget must clearly indicate how the JAN funding is intended to be used.
2. In the budget, the costs of drinks, a reception, lunch or evening meal must be in reasonable proportion to the main activity.
3. The amount requested cannot exceed 50% of the budget (for the component eligible for funding); the rest must be funded by other income sources. These other sources must be detailed in the application. Examples include: sponsorship, contribution by participants, contributions from the faculty/association, etc.
4. Participants must also make a financial contribution of their own to the activity.
5. The funding cannot exceed €500 per application. An organisation may apply for a maximum of €500 in the form of funding each year, in a single or multiple applications.
6. The maximum contribution from the JAN is €5 per participant.
7. All funding is 'guaranteed funding'. This means that the funding will be paid out if, after completion of the activity, there is a demonstrable financial shortfall and all terms and conditions have been met.
8. The final statement for the funded activity must have been received by the Young Alumni Network within one year after the activity. The final statement must be submitted using the the designated [template](http://cms.uu.nl/organisatie/alumni/netwerken/jonge-alumni-netwerk/subsidies/formats). Based on this final statement, a decision will be made on whether of not the 'guaranteed funding' is to be paid. You have until one year after the activity has taken place to apply for funding; after that, it is no longer possible to submit an application.
9. The final statement must also include a list of participants, including email addresses. This will be used to verify the number of alumni and supplement the Utrecht University alumni address database. It can be emailed to jansubsidie@uu.nl.

**Other conditions**

1. When promoting the activity, reference must be made to the involvement of the University Fund and the Young Alumni Network (JAN). This includes the following:
a. A mention during the activity itself
b. The inclusion of the logo in promotional materials, flyers, admission tickets
c. On the website
If this mandatory promotion does not take place, the funding may be reduced.
2. If requested, representatives of the University Fund must be allowed access to the activity.
3. If there are justifiable grounds for deviating from the above terms and conditions, these must be presented in the application.
4. The funding applicant can, on request, obtain promotional materials from JAN to be distributed at the event.
5. The funded activities will be listed on the website of the Young Alumni Network.