Guide for submitting a funding application to the Young Alumni Network

The document below serves as a template for completing and submitting a funding application to the Young Alumni Network (JAN). You should also carefully read the terms and conditions for the acceptance of a final statement. If the terms and conditions are not met, the final statement cannot be processed.

When this template has been fully completed, it can be stored locally and sent as an attachment to jansubsidie@uu.nl

# Ground rules

1. All funding is 'guaranteed funding'. This means that the funding will be paid out if there is a financial shortfall after completion of the activity that is equal to or greater than the amount of the funding. Another condition is that the activity must have been completed in line with the financial and organisational budget. Any relevant amendments or changes in the meantime must always be communicated to the JAN.
2. Only Friends of the University Fund are eligible for funding.
3. Only organisations affiliated to Utrecht University are permitted to submit an application to the JAN. This applies both to student organisations with an alumni policy and reunion associations and alumni associations.
4. The application must be submitted at least eight weeks before the start of the activity and in time for the set deadlines.
5. The final statement for the activity must have been received by the JAN within one year after the activity. After that, the entitlement to payment of the funding will lapse.
6. No objection may be lodged against the decision to reject an application.
7. For details of the other terms and conditions, see the [website](http://www.uu.nl/NL/Informatie/alumni/Netwerken/JAN/Subsidie/Pages/Voorwaarden-subsidie-JAN.aspx).

**2015 FUNDING APPLICATION COVER SHEET**

|  |  |  |
| --- | --- | --- |
| To be completed by the Young Alumni Network | | |
| File number | : | 2015. |
|  |  |  |
| Date of receipt | : | * - 2015 |

Organisation:

Contact person:

Address:

Postcode & Town/City:

Telephone number:

E-mail address:

Activity:

Date of activity:

€

Budget:

€

Shortfall

€

Amount applied for:

## Questions concerning the project

What kind of project is it?

Where will it take place?

How many participants are expected to attend and how many of them are expected to be alumni of Utrecht University?

Indicate an estimated amount for your funding application and briefly explain why you need it.

Describe the activity programme (no longer than one page of A4).

**Promotion**

The Utrecht University Fund would like all Utrecht alumni and alumni organisations to be aware that we provide funding and sponsor activities like yours. That is why we would appreciate it if you could bring the University Fund to the attention of your members, fellow students and other visitors. Our logo is available to download from our [website](https://cms.services.uu.nl/NL/Informatie/alumni/Netwerken/JAN/Subsidie/Pages/Voorwaarden-subsidie-JAN.aspx); see below for different ways in which you can promote the University Fund. You must send evidence of how you have done this along with your final statement. If you fail to mention that the University Fund is sponsoring your activity, the funding will be reduced.

* Poster/flyer: Include the University Fund logo. This can be found on our website.
* Admission tickets: Include the University Fund logo on the tickets. This is available to download from our website.
* Programme booklet: include our logo in your programme booklet.

Please bear in mind that you must send us at least two high-resolution photographs after the completion of the activity or project. As you are no doubt aware, the funding is made possible by donations from Utrecht University students, staff and alumni. The photographs of your activity will be used in newsletters sent to our donors.

Please indicate below which promotional resources you intend to use;

**Financial accountability**

Please include the following in your budget:

* The applicant's own financial contribution
* The faculty and university contribution (for study societies and alumni associations affiliated to a study programme or faculty)
* Contribution from activity participants
* Funding and sponsorship monies already granted
* Funding and sponsorship monies applied for
* Estimated expenditure, itemised insofar as is relevant and possible
* Unforeseen items (no more than 5% of expenditure)
* If only part of the activity is eligible for funding: do not forget to divide up the budget accordingly.

## Appendices

Remember to include a letter of recommendation if required. For details, see the terms and conditions on the website.