

## Terms and Conditions Grassroots Funds - UvA CDO Team

### Terms and Conditions

1. The grassroots funds applicant must be a **student or employee** at the University of Amsterdam.
2. The student/employee has set up an initiative or is setting up an initiative.
3. The initiative of the student/employee relates to **diversity, inclusion, and equality** at the University of Amsterdam.
4. The initiative **involves the target audience/students** when setting up and implementing the initiative.
5. The student/employee can clearly state how **the effect/impact of the initiative is measured**.
6. The student/employee can clearly state **how the initiative can be sustainable for the future**.
7. The initiative is being **implemented in/around the Universiteit van Amsterdam**. This can only be changed in consultation.

### Application

1. The application must be submitted **no later than 1 month** before the implementation of the initiative.
2. The amount to be requested is a **maximum of € 1000**.
3. A student/employee can submit an application no more than **once a year**.
4. **At least 1 and at most 2 applications** are processed every month.
5. If the first application of the month is **less than € 500, then the second application will also be processed**. In this case € 1000 is **divided between two applicants**.
6. If the first application of the month is **more than € 500, the other applicants will be put on the waiting list**.
7. If several applications arrive per month, the first application will be processed. The other applications will be placed on a waiting list for the following months. These will be processed in order in the following months. The applicants will be notified about this.
8. The availability of the funds is displayed on the Grassroots Funds page per month.
9. The application contains a **clear budget** in which the intended expenses are stated per cost item.
10. The budget is filled in on the basis of the **Format Budget Plan** that can be found on the Grassroots Funds page.
11. After the application has been submitted, **the CDO contact person \*** will contact the student/employee within 14 days for an appointment.
12. Prior to the first appointment, **the CDO team discusses the application** with approval or rejection.
13. During the conversation with the CDO contact person, the process is explained again and **the Terms and Conditions are signed**.
14. The requested budget includes, in case working hours have been mentioned, **possibly any tax you owe. \*\***

### Fund allocation and accountability

(These conditions are standard from UvA policy)

1. The student/employee receives the requested amount in advance by means of the declaration form which can be found in **the A to Z list. \*\*\*** This is done in collaboration with the CDO contact person \*.
2. After the initiative, the student/employee **must justify the amounts spent**.
3. When justifying the amounts spent, the student/employee must provide **the original receipts of payment for the expenses**. This can be in the form of receipts or invoices.
4. In case the student/employee has spent **less money** than received, the student/employee must **refund the remaining amount**.
5. In case the student/employee has spent **more money** than received, **the responsibility for this lies with the student/employee themselves**, due to the agreements made for the fund to be allocated.
6. In case receipts or invoices are missing, incomplete, or not filled in truthfully, the student/employee will be given **one other chance to get them right**.
7. In case a student/employee does not meet the requirements and fails to respond after at least 3 contact attempts, **legal action can be taken**.

### Additional

1. During the initiative, the applicant will be asked to use **the CDO logo** in the communication for visibility of the Grassroots Funds.
2. After the application, the initiative will be published **on the CDO blog website**.
3. For this, the student/employee can provide **a piece of text about the initiative and visual material that can be used**.
4. During the process and afterward, contact is maintained with the applicant from **the CDO contact person \***.

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**NB. The application can be rejected if the Terms and Conditions are not met.**

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\* The CDO contact person is Raisa Sambo, reachable via [r.n.m.sambo@uva.nl](mailto:r.n.m.sambo@uva.nl)

\*\* The fund will be transferred as a subsidy. In case working hours are added, we are obligated to enter this as "working hours". Once the student/employee has received more than € 1,700 on an annual basis as 'working hours' from the University of Amsterdam, this student/employee is obliged to pay tax. (For instance, income from information days, or as a student-assistant, etc.) If the total amount that the student/employee has received from the UvA is less than € 1,700 on an annual basis, this will be deducted as a voluntary contribution and will not be subject to tax. For more information, see:

<https://www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/belastingdienst/privewerk/en/inkomen/werken/werken-als-vrijwilliger/vrijwilligersvergoedingen/vrijwilligersvergoedingen>

\*\*\* In the A to Z list on the UvA website, you can find the declaration form.

<https://student.uva.nl/en/content/az/expense-claims-and-advances/expense-claims-and-advances.html?origin=KRqISCJvTWW3NI%2FRMdykVg>

A-Z → Expense Claims → Expense claim form. (Employees need to log in with their UvA-ID. You can find the login button in the upper right corner in the form).

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**Name applicant:**

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**Name CDO-contact person: *Raisa Sambo***

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**Signature:**

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**Signature:**

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