



Terms and Conditions Grassroots Fund - UvA CDO Team

Terms and Conditions

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

Application

1. The application must be submitted no later than one month before the implementation of the initiative.
2. The maximum request amount is €1000.
3. A student/staff member can apply 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 for less than €500, second application will also be processed. In this case €1000 is divided between two applicants.
6. If the first application of the month is for more than €500, other applicants are put on the waiting list.
7. If several applications arrive per month, the first application will be processed. The other applications are placed on a waiting list for the upcoming 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 fund page per month.
9. The application contains a clear budget plan in which the intended expenses are stated per cost item.
10. The budget is filled in based on the Budget Plan Format that can be found on the Grassroots fund page.
11. After the application has been submitted, the CDO contact person * will contact the student/staff member within 14 days for an appointment.
12. Before the first appointment, the CDO team discusses the application for 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, potentially any tax owed .**

Fund allocation and accountability (Terms and Conditions UvA policy)

1. The student/staff member receives the requested amount in advance using 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/staff member must justify the amounts spent.
3. When justifying the amounts spent, the student/staff member 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/staff member has spent less money than received, the student/staff member must refund the remaining amount.
5. In case the student/staff member has spent more money than received, the responsibility for this lies with the student/staff member 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/staff member will be given one additional chance to get them right.
7. In case a student/staff member does not meet the requirements and fails to respond after at least 3 contact attempts, legal action may be taken.

Additional terms

1. During the initiative, the applicant will be asked to reference the CDO in the communication for the visibility of the Grassroots fund.
2. After the application, the initiative will be published on the CDO blog website.
3. For this, the student/employee will provide a short description of the initiative and visual material that may be used.
4. During and after the process, the applicant is in contact with the CDO contact person *.

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

* The CDO contact person is Raisa Sambo, 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/staff member has received more than € 1,700 on an annual basis as 'working hours' from the University of Amsterdam, this student/staff member is obliged to pay tax. (For instance, income from Information days, or as a student assistant, etc.) If the total amount that the student/staff member 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/prive/werk_en_inkomen/werken/werken-alsvrijwilliger/vrijwilligersvergoedingen/vrijwilligersvergoedingen

*** The declaration form can be found in the A to Z list on the UvA website.

For students: <https://student.uva.nl/en/content/az/expense-claims-and-advances/expense-claims-andadvances.html?origin=KRqLSCJvTWW3NI%2FRMdykVg>

For staff member: <https://medewerker.uva.nl/en/executive-staff-and-central-service-units/shared-content-secured/medewerkersites/uva-medewerkers/en/az/expense-claims-and-advance-payments/expenses.html>

Name applicant

Signature applicant