



# Campus Connection Support

Datum

18 oktober 2023

Contactpersoon

Central Diversity Office

E-mail

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Onderwerp

Campus Connection Fund

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## Terms and conditions of Campus Connection support by the Central Diversity Office (CDO)

### Terms and Conditions

1. The Campus Connection support applicant must be a student or staff member at the University of Amsterdam.
2. The student/staff member is initiating a project or efforts that is designed for immediate impact in response to a calamity or event that is likely to have - directly, or indirectly - a considerable impact on (a part of) the UvA community. Existing initiatives are also eligible for consideration.
3. The initiative must not be in conflict with the principles of the UvA and comply with UvA's [Code of Conduct](#).
4. The initiative of the student/staff member relates to diversity, inclusion, and/or equity at the University of Amsterdam. There should be visible space provided for different perspectives, including an academic perspective on the calamity or event at stake.
5. The initiative involves a clear target audience of relevant members of the UvA community when setting up and implementing the initiative. Outreach to historically marginalized/underrepresented groups is strongly recommended.
6. The student/staff member can clearly state what the effect/impact of the initiative is in terms of improving diversity, inclusion, and equity at the UvA for its target audience.
7. The title of the event must be an objective representation of its content and should not be provocative. This will be assessed by the CDO. The title may not be changed after approval unless done in consultation with the CDO.
8. The student/staff member must clearly state whether there might be risks in terms of the safety of the participants and the location. To be avoided are:
  - a. Meetings whose content may be disruptive or competitive to education, research and operations at the UvA
  - b. One-sided political gatherings
  - c. Meetings that incite breaking the law or violence
  - d. Meetings in which segregation, e.g. of sexes, takes place
  - e. Meetings that exclude participation on the basis of sex, gender, ethnicity, religion, nationality or other dimensions of identity – meetings that involve some form of discrimination.

In case of doubt, the CDO will consult UvA experts, which might prolong the application process.

9. The initiative is implemented in/around the facilities of the University of Amsterdam. This can only change after approval by the CDO.
10. During the initiative, the applicant will be asked to refer to 'Campus Connection support by the Central Diversity Office' in their communication.
11. After the application, the initiative will be published on the CDO (Central Diversity Officer) webpage of UvA. For this, the student/staff member will provide:
  - 1) a title and brief description of the initiative;
  - 2) visual material that will be used for CDO's communication and promotion while mentioning the source of this material.
  - 3) in all the initiative's communication to external parties/ or the target audience the support by the Central Diversity Office must be mentioned. Think of social media output, or during the event.
12. The CDO has the right to use all the initiative's communication output that is related to the Campus Connection support, e.g. in its own communications.
13. During and after the process, the applicant is in contact with the CDO contact person \*.

### Application

1. The application must be submitted no later than 2 weeks before the implementation of the initiative.
2. The maximum requested amount is €1000.
3. The Campus Connection support by the Central Diversity Office is meant for incidental initiatives, not for a series of initiatives. When multiple applications are made in the wake of the same event, the CDO will take into consideration the diversity of applicants and perspectives involved and limit the number of awarded applications. However, the same initiative can apply for another project to the fund. For durable events we advise to apply for [the Grassroots Fund](#).
4. The application contains a clear budget plan in which the intended expenses are stated per cost item. If you have any questions, doubts, or uncertainties regarding the budget plan, please do not hesitate to reach out to the CDO contact person for help. The CDO contact person can provide you with information, tips, and guidance.
5. After the application has been submitted, the CDO contact person \* will contact the student/staff member within 7 working days for an appointment.
6. To ensure transparency the CDO team discusses the application based on an assessment form.
7. When the application is rejected the CDO team provides the initiative reasons for its rejection during the appointment.
8. When the application is accepted, the CDO contact person will explain Terms and Conditions the process again. Thereafter, the Terms and Conditions will be signed.
9. The requested budget includes, in case working hours have been mentioned, potentially any tax owed.\*\*

### Fund allocation and accountability

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.

NB The UvA reserves the right to reject an application for the CDO fund without further explanation. The UvA reserves the right to modify these terms of use without prior notice. If an application or reservation is found to have a different purpose than initially stated, the UvA reserves the right to withdraw its commitment. The UvA reserves the right to hold the recipient accountable for expenses or any other types of damage resulting from a failure to adhere to the agreements made with the UvA.

\* The CDO contact person will be determined after submission.

\*\* The support will be transferred as a subsidy. In exceptional cases, when working hours are added, we are obligated to enter this as "working hours". Once the student/staff member has received more than € 1,900 on an annual basis as 'working hours' from the University of Amsterdam, this student/staff member is obliged to pay tax. If the total amount that the student/staff member has received from the UvA is less than € 1,900 on an annual basis, this will be deducted as a voluntary contribution and will not be subject to tax. For more information, see: [Belastingdienst vrijwilligersvergoedingen](#)

\*\*\* The declaration form can be found in the A to Z list on the UvA website. For [students](#) as well for [staff members](#).

Date:  
applicant:

Name applicant:

Signature

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