



Bedrijfsvoering

Maagdenhuis

Spui 21

1012 WX Amsterdam

T 020 – 525 0000

F 020 – 525 0000

www.uva.nl

Terms and Conditions Central Diversity Office Grassroots Fund

Datum

10 november 2022

Opgemaakt door

Tuyet Stoker, Tijmen ter Keurs

Terms and Conditions

1. The Grassroots Fund applicant must be a student or staff member at the University of Amsterdam.
2. The student/staff member is setting up an initiative that is meant to be durable and is not meant as one-time initiative or project. Initiatives that are already set up can also apply.
3. The initiative of the student/staff member relates to diversity, inclusion, and/or equity at the University of Amsterdam.
4. The initiative involves a clear target audience or relevant members of the UvA community when setting up and implementing the initiative.
5. 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.
6. The student/staff member can clearly state what their initiative's strategy is to make the initiative sustainable for the future. Think of attracting financial funding or how the initiative can be expanded.
7. The initiative is implemented in/around the University of Amsterdam. This can only change after consultation.
8. During the initiative, the applicant will be asked to reference CDO's Grassroots Funds in their communication to enhance the visibility of the Grassroots fund.
9. 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 brief description of the initiative;
 - 2) visual material that will be used for CDO's communication and promotion;
 - 3) and the within all the initiative's communication to external parties/ or the target audience the CDO's Grassroots Fund must be mentioned. Think of social media output, or during the event.
10. The CDO has the right to use all the initiative's communication output that is related to the Grassroots fund.
11. 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 6 weeks before the implementation of the initiative.
1. The maximum requested amount is €1500.
2. The initiative can only apply once every two years. After two years the initiative cannot apply for the same project that previously received a Grassroots Fund. However, the same initiative can apply for another project within the initiative.
3. 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.
4. After the application has been submitted, the CDO contact person * will contact the student/staff member within 14 days for an appointment.
5. To ensure transparency the CDO team discusses the application based on an assessment form.
6. When the application is rejected the CDO team provides the initiative reasons for its rejection during the appointment.

7. 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.
8. 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.

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

* The CDO contact person is Tuyet Stoker t.p.stoker@uva.nl

** The fund 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 € 1,700 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: [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:

Name applicant:

Signature applicant:
