



Universiteit  
Leiden

# SOS Committee Subsidy Requests

The University needs active students who are members of student organisations. However in order to be active, students sometimes need additional funds. For this purpose Leiden University has created the SOS (Student Organisation Subsidy) Committee. The University strongly believes that a student with a good plan deserves its support.

Of course, you can't be awarded funds just like that. The university is willing to provide support if students are willing to go the extra mile. Read this information carefully and make sure your subsidy request meets all the criteria.

## 1. The Committee

The SOS Committee is a subsidy committee that encourages the social development of students, by offering financial support for student organisation initiatives and activities. This goal is derived from the 1992 Higher Education and Research Act.

The subsidy budget is managed by the SOS Committee, which is part of the university's Student and Educational Affairs expertise centre (SEA). The Committee comprises three SEA staff members, one of whom acts as committee chairman, as well as five student board members who represent various student organisations, and one independent student.

Subsidy requests are dealt with in accordance with the criteria stated here below. However, the committee can choose to deviate from these criteria if there are legitimate grounds for doing so.

## 2. In what circumstances am I eligible for a subsidy?

The SOS Committee can award subsidies to students who are members of a student organisation, for the organisation of initiatives that are aimed at the social and personal development of students. The initiative must meet the following criteria:

- The initiative consist of either the organisation of an activity, or the maintenance of an existing arrangement (if this arrangement generates qualifying activities);
- The activity is announced publicly and is, in terms of content, accessible to all members of the university community. The activity should therefore be, in principle, open to students of all disciplines.
- The majority of participants in the activity must be students of Leiden University. Campus The Hague is part of Leiden University.

## Examples

Initiatives that may qualify for a subsidy include:

- Initiatives of a service-orientated nature: for example the provision of information and advocacy;
- Initiatives aimed at promoting university democracy;
- Initiatives aimed at internationalisation;
- Initiatives focused on the transition of students to the labour market;
- Initiatives aimed at improving the performance of the infrastructure within the Leiden and The Hague student community;
- Initiatives of a general socially-responsible nature.

## Exemptions

- Activities in the context of a particular study programme are not eligible for SOS subsidies. These should instead be financed from faculty funds;
- Subsidy requests that are one-sided or propagandist in nature will be refused;
- Initiatives that are solely focused on sporting activities cannot be subsidised;
- Travel and residency costs for organised group excursions abroad cannot be subsidised.

## 3. Description of the subsidy

The amount of subsidy to be awarded depends on the nature of the initiative or activity, or on other, previously requested, subsidies or sources of income. The subsidy can amount to a maximum of thirty percent of the budget for the whole initiative/activity. This thirty percent limit may only be exceeded in cases of serious exceptional circumstances that concern the financing or content of the activity/initiative. Decisions concerning such matters will be made by the Committee as referred to in section 1. The setting of this maximum amount encourages applicants to ensure that an adequate financial basis has been established for their activity or initiative.

Please note: SOS subsidies are ‘guaranteed subsidies’. This means that the subsidy will only be paid after the activity/initiative has taken place, and upon receipt of evidence that the amount requested has actually been spent. For information on how to submit a claim, see section 6.

## 4. The subsidy request

### Timeframe

The request must be submitted at least two months before the activity in question takes place. This is due to the meeting timetable of the SOS Committee, i.e. five or six meetings per academic year. If additional information becomes available after submitting the request, this can be sent to the Committee via: [beheer@plexus.leidenuniv.nl](mailto:beheer@plexus.leidenuniv.nl).

### Submitting an application

Complete the [online request form](#), making sure to upload the following attachments:

#### 1. Introductory letter (max. one A4)

Briefly and concisely describe the activity for which you are requesting a subsidy, how the activity will be brought to the attention of students, and what mention will be given to the SOS Committee as subsidy provider. Clearly explain how the activity meets the criteria stipulated in section 2.

#### 2. Detailed description

Provide a description containing a detailed timeframe. If speakers or guides will be used, explain why these persons have been chosen and what their fields of expertise are. If lectures or symposia will take place, explain how these will be promoted amongst students.

### **3. Activity budget**

A complete and well-substantiated budget, based on a detailed proposal, showing all sources of funding. Both incoming and outgoing funds must be stated. Include all contributions from the organising body itself, and indicate whether participants will be asked to pay a contribution. Finally, clearly state the amount of subsidy requested from the SOS Committee and how this subsidy will be used.

### **4. Budget and balance sheet of the organisation**

Include the most recent budget and balance sheet for the organisation, with an accompanying short explanatory note.

## **5. Outcome of the subsidy request**

The Committee will assess the application, according to the subsidy criteria, as follows:

- It will evaluate whether the application meets the subsidy criteria.
- It will assess whether the activity or initiative has been well organised.
- It will assess whether the activity or initiative will be publicly announced and is accessible to all students.
- It will examine the budget and decide whether it can be approved.

### **Possible outcomes**

The procedures mentioned above will result in one of the following outcomes:

#### **1. Subsidy request approved**

The Committee will announce, in writing, that the planned activity or initiative has been approved and set the maximum amount of subsidy that can be granted - in accordance with section 3. The subsidy is conditionally awarded. Payment can only be made on the basis of a claim. That is to say, on the basis of information demonstrating the actual costs incurred, including evidence of all payments and other financial documentation. The amount of subsidy paid is ultimately determined by the actual expenditure, although this may never exceed the amount stated in the initial subsidy agreement. If the subsidy consists of a percentage of the budget, the amount paid may never exceed the agreed percentage of the actual expenditure. The information on actual expenditure should be accompanied by a detailed report, which states to what extent the initial goals of the activity/initiative have been met. The Committee can, in agreement with the subsidy budget manager, decide to amend or withdraw the subsidy if the initiative/activity has not been carried out in accordance with the information stated in the initial (approved) application.

#### **2. Subsidy request on hold**

In the Committee's opinion, the subsidy request is incomplete, unclear or the activity/initiative is not (yet) of sufficient quality. The committee will provide written feedback and request additional explanation or information. It is advisable to submit the requested information as quickly as possible. The committee will then make a decision on the application.

#### **3. Subsidy request refused**

The application does not meet the subsidy criteria or is of insufficient quality. The Committee will provide written feedback to accompany the decision.

### **Appealing the decision**

If there is sufficient time, the application may be submitted a second time with a new (amended) subsidy request.

If you believe the Committee's decision to be unjustified, you may request that the Committee reevaluates the request on the basis of new argumentation. Your request for

reevaluation must be submitted within 14 days of receiving the Committees' original written decision. After re-evaluation has taken place, the Committee's decision is final.

## **6. Claiming the subsidy**

### **Timeframe**

The claim must be submitted no later than three months after the activity/initiative has taken place. However for activities/initiatives that take place in the months of October, November and December, a different deadline applies, namely before 31 December of that calendar year. If the claim is submitted after the abovementioned deadline, the subsidy agreement will become forfeit.

### **Submitting the claim**

The claim must include the following:

- A detailed report;
- A detailed overview and justification of income and expenditure;
- Evidence of income and expenditure (receipts etc.);
- Bank/giro account number;
- The name, address, telephone number and email address of a contact person.

## **7. Address**

SOS Committee  
Postbus 439  
2300 AK Leiden  
Tel: 071 527 80 08  
e-mail: [beheer@plexus.leidenuniv.nl](mailto:beheer@plexus.leidenuniv.nl)