Subsidy Policy SSAs 2021

As the Tilburg University sports council, FOSST is authorized to distribute various subsidies among all the student sports associations (SSAs). The purpose of this authorization is to enable SSAs to develop themselves as stable organizations that are capable of organizing many exciting activities within the Sports Center and its surroundings. This document details all the subsidies SSAs are eligible for.

# **The subsidy budgets determined by Tilburg University**

FOSST offers the following subsidies for SSAs:

1. Clothing subsidy for members of an association active in a competition;
2. The standard, quarterly allocated subsidy;
3. Subsidy for the organization of tournaments;
4. Dutch Student Championship (NSK) Subsidies;
5. Subsidy participation international tournaments;
6. Subsidy for Events in Collaboration with FOSST
7. Guarantee subsidy organization events;
8. Grant TOP Week;
9. Advertising Boarding plan playing fields Tilburg University Sports Center
10. Printing costs promotional poster SSV.

# **Clothing subsidy for competitive players**

Tilburg University allows SSAs to be compensated for the clothing they wear during their competitions. The TiU Communication and Marketing Division allocates €15.000 per year for this purpose. In turn, FOSST divides this among the personal “clothing funds” of the corresponding associations. These are also managed by FOSST. Whenever an association wants to purchase new competition clothes, the SSA can make use of this budget. To do so, it needs to hand in a proposal for the type of clothes and the design. FOSST and the Sports Center will approve of the type of clothes and design. More information about this procedure can be found in the FOSST Dress Code Policy, a document also found on our website.

# **The standard subsidy**

The total amount distributed to SSAs is specified at €10.000 per year. Below, you can find the information as to the subsidy’s composition and instructions regarding how it can be obtained.

An SSA that wants to be eligible for receiving the standard subsidy is obligated to send the following financial statements on a yearly basis:

1. The members' administration;
2. The policy plan (annual plan and 5-year plan)

The financial statements should include an explanation of all the particulars before the General Members' Meetings (GMMs). The financial statements consist of the following:

* Budget
* Income statement
* Balance sheet

Furthermore, the SSA is required to:

1. Mention FOSST and place a link to FOSST on their website;
2. Possess a business bank account;
3. Use some type of bookkeeping software they own, and if not use the one facilitated by FOSST.

## **The allocation of the standard subsidy**

The standard subsidy consists of the following three components.

The size of the first part (40 percent of the total subsidy budget of FOSST) is equal for every SSA, as long as they have fulfilled the aforementioned requirements in the previous section.

The size of the second part (30 percent of the total FOSST subsidy budget) is determined on the basis of the number of SSA members who are in possession of a sports membership at the Sports Center.

The size of the third part (30 percent of the total FOSST subsidy budget) is determined on the basis of a measurement of the participation within the Sports Center and FOSST, and the events organized by an SSA. This is based on a contract signed by both the association and FOSST (see attached).

# **Settlement**

FOSST determines the standard subsidy once a year on the basis of the components listed above. This takes places in December. The allocated subsidy will be transferred to the association in four installments each calendar year. The first three installments will take place in February, June, and October. If the agreements listed in the contract are not lived up to, the fourth installment will be adjusted accordingly. This installment will be distributed in February of the following year.

## **Objection**

If an SSV disagrees with the final determination of the standard subsidy or the subsidy amount allocated, the board of the relevant SSV may submit a written objection to FOSST and the Head of the Tilburg University Sports Center within two weeks of the announcement of the subsidy amount. Within two weeks of submitting the objection, the Head of the Tilburg University Sports Center will make a decision based on the submitted objection, and the SSV will be informed.

# **Subsidy organization tournaments**

FOSST gives SSAs the opportunity to apply for a subsidy worth €250 to organize a large, multi-day tournament. The total amount available for this subsidy is €1500. Applications can be submitted to the treasurer at treasurer@fosst.nl. In the application, the SSV needs to convince FOSST why the SSV deserves/needs this subsidy for that tournament. This can be done by explaining what the tournament entails, what the tournament means for your association, and how you will use the subsidy (€250). This should show what the added value of the subsidy is for the tournament. Think for example of renting materials that you otherwise do not rent, or expanding the tournament. It is the intention that the use of the subsidy will benefit the sports aspect of the event.

Once per calendar year, FOSST assesses the submitted requests and determines which tournaments are awarded the subsidy. This review will take place on March 1. If FOSST deems it necessary, it may postpone this deadline.

**Assessment deadline: March 1, 2021.**

# **NSK Subsidies**

When participating in an NSK or GNSK, participants can have 50% of the pure registration fee (so no overnight stays, meals etc.) reimbursed by FOSST. For this purpose, the participant must be in possession of a valid certificate of registration at one of the higher education institutions in Tilburg. The maximum amount to be reimbursed is €20 per person. The application form can be found on the FOSST website.

# **Subsidy for International Tournaments**

FOSST provides subsidies to students to participate in EUCs, WUCs, and Universiades.

To be eligible, the student must:

* be in possession of a sports membership from the Tilburg University Sports Center during the period in which the sport is practiced;
* be enrolled at Tilburg University or one of the higher education institutions in Tilburg or graduated here 1 year ago.

FOSST will reimburse half of the following costs, up to a maximum of €350:

* Travel,
* Accomodation,
* transportation to tournament,
* participation fee, and
* 3 meals per day at €10 per meal.

These costs will be reimbursed for the period in which the tournament takes place.

The subsidy must be applied for 6 months prior to the start of the tournament. FOSST must have received a budget for the cost of the event with the application, clearly stating all costs. Exceptions to this deadline may be made. FOSST will decide no later than 4 months or one week before the closing of event registration whether this subsidy will be granted.

# **Subsidy for Events in Collaboration with FOSST**

In the past, there was a “FOSST contributes” subsidy, which was used to support projects that promoted student sports. For this purpose, SSAs could submit a request to FOSST every year. For example, requests for a mobile television, a stage, a megaphone, a sound box, or a real scoreboard. Upon approval by both the Tilburg University Sports Center and FOSST, these items then came into the possession of the Sports Center, available for use by all SSAs. However, in recent years it became apparent that the quality of the applications was steadily declining, and as a result, they could not count on approval from FOSST. This was due to the simple fact that most items with added value for student sports in general had already been established in a previous edition of “FOSST contributes.” The concept of diminishing marginal returns also applied to “FOSST Contributes.”

In addition, this year, a smaller board is active to set up the FOSST events. For this reason it was decided to merge the fund that was originally intended for “new events” with the fund for “FOSST contributes,” with the aim of supporting SSAs in organizing events that are accessible to all students participating in sports in Tilburg. This allows the FOSST board to better focus on its core business, without sacrificing the enjoyment of student athletes.

As a result of this policy change, FOSST will now use this combined budget to subsidize sports-related events. However, unlike the tournament subsidy or “FOSST contributes” subsidy, it will only be distributed to SSAs for events that meet the following characteristics and requirements:

1. The event is easily accessible, meaning that athletes of all levels should be able to participate. Fun in the sport comes first, not the competitive aspect as, for example, in a Dutch Championship powerlifting, which is only accessible to people who have previously qualified. For such events, however, an application can be made to our subsidy for organizing tournaments.
2. The event is only open to students of Tilburg University, Fontys or Avans with sports rights. Unlike tournament funding, this subsidy is really only provided to promote the athletic enjoyment of Tilburg students, not for the enjoyment of students outside of Tilburg.
3. The event carries the names of both the SSV and FOSST. In this way, FOSST wants to put itself more on the map regarding its role as a sports council. In return, FOSST will help the SSV promote the event through social media, Sports Center narrowcasting, and its website.
4. In consultation with the relevant SSV, it may or may not be decided to have recordings made during the event to be incorporated into the new FOSST promotional film to be released later in 2021.
5. If later realization shows that unexpected profits have been made on the event, the FOSST financial committee will decide whether the organizing SSV can claim this. Any losses up to a maximum of €100 will be covered by FOSST, but the FOSST treasurer will ensure that this risk is limited as much as possible when setting the budget.
6. Two weeks prior to the event, after the plans have been approved by FOSST, a budget must have been prepared in consultation with FOSST and submitted for review by the treasurer and the rest of the Executive Committee.
7. Each SSV can have a maximum of one event approved, and therefore cannot apply or distribute this subsidy for multiple events. However, if there are not enough (good) applications for larger events, an application can be made to subsidize a smaller-scale event (worth €200) with the same scope.

The amount available for this subsidy is €2400, divided evenly among four events to be organized. Applications can be submitted to the treasurer at treasurer@fosst.nl. In the application, the SSV needs to convince FOSST of the added value of the event for students in Tilburg. This can be done by explaining what the event is about and how they want to use the financial contribution (of €600) to make the event a spectacle. It does not have to be a slick plan: the approval of the plans will not be based on the form, but on the content. If desired, one or more meetings between FOSST and the SSV can also take place before the application is made in order to answer any questions arising from this document.

**The deadline for all applications is set for Friday, March 20, 2021, one day before the start of spring[[1]](#footnote-1) .**

# **Guarantee Subsidy Organization Events**

The guarantee subsidy for the organization of events of student sports associations is a subsidy to absorb unexpected setbacks in the realization of that event, organized by an SSV and held in the Sports Center. This guarantee subsidy amounts to a maximum of €230.

The guarantee grant must be requested from the FOSST treasurer by submitting an application and budget at least 6 weeks before the start of the event if the budget is higher than €1350 (excluding accommodation). If the budget is less than or equal to €1350 (excluding accommodation), a deadline of at least 4 weeks applies.

*Application*

The following information should be included in the application:

* name of the event;
* date of the event;
* organizing association;
* person responsible for the event; and
* location of the event.

The application form can be found in the FOSST room, or the FOSST treasurer can forward the application form.

*Budget*

The budget must have a clear breakdown of the individual items and an explanation of each item. The budget must be accompanied (if applicable) by the settlement of the past two editions of the event. For deviations of 5% or more with respect to the settlement of the previous edition, a good written explanation must be given.

Items in the budget should be of a sporting nature. Items that are not of a sporting nature shall be evaluated by the board for degree of financial and commercial risk. If, in the opinion of the board, this risk is acceptable, then the item is acceptable for the budget. The board’s treasurer has the right to grant a guarantee subsidy on some items of the event involved.

If there are interim changes in the budget after the budget has been submitted, the board’s treasurer should be notified. Event organizers should strive at all times to avoid a negative result of the event. If there is a change in expected income and/or expenses, this should be taken into account in the organization's further organization and execution of the event.

No later than two weeks prior to the event, the board’s treasurer must approve or disapprove the application.

## **Settlement**

After the event, a budget statement must be submitted to the board’s treasurer. This must be done no later than three months after the event. When settling accounts, only those items already accepted by the board when assessing the budget will be accepted.

For an event that has made a loss, the finance committee will decide whether to proceed with the payment of the guarantee subsidy. In the event that an event has achieved break-even or a positive balance, it is not possible to have the subsidy paid. If no approval for payment is given, a student sports association may ask the FOSST Supervisory Board to reconsider the decision.

# **Grant TOP Week**

FOSST offers all SSAs the opportunity to claim the cost of a pitch for Spell Day during TOP Week from FOSST. The amount that can be paid is equal to the cost of the pitch. Any other costs are the responsibility of the SSV.

# **Advertising Boarding Plan Sports Fields Tilburg University Sports Center**

The Tilburg University Sports Center offers organizations the opportunity to present themselves alongside the lines of the fields of the Sports Center's athletic.

## **Sports Center**

The Sports Center offers a varied sports and exercise program at both recreational and competitive levels. This program is offered to students, employees and alumni of Tilburg University, Fontys and Avans Universities of Applied Sciences. The Sports Center stimulates these groups to participate in physical education and guides them in doing so. Sportsmanship is combined with sociability. The Sports Center strives to create a welcoming, friendly atmosphere where values such as respect, commitment, courtesy, and friendliness are central.

To paint an even better picture of the Tilburg University Sports Center, here are some facts and figures. The Sports Center

* counts over 8000 membership holders;
* attracts some 220,000 visitors annually;
* offers over 50 different sports activities ;
* is open 362 days a year;
* is open 16 hours a day (except during weekends and holidays); and
* has 22 different student sports associations.

## **Advertising Boarding**

## It is possible for companies and organizations to place a billboard alongside the lines of the various sports fields (semi-water field, combi field, and soccer field) belonging to the Tilburg University Sports Center. On these sports fields several clubs are active in the form of training and matches in federal competitions. For example, the combi field is not only used by the field hockey association but the korfball association is active on it as well, and during the day, it is regularly used by subscribers. Another example is the soccer field. This is not only used by the soccer club, but also the rugby club and students of the Theresialyceum play sports here. Because of the busy occupation of these sports fields, having a billboard along the lines is very attractive.

## **Costs**

For placing a billboard, we made arrangements with the company Quaform. Quaform is a full-service billboard and advertising agency. They specialize in making billboards. The board has a size of 305 cm x 65 cm and is made of 8 mm plate material. The following prices apply to these billboards:

* Billboard + Sticker = one time 195 euros per board excl.
* Design of sticker (optional) = one time 70 euros per hour excl.
* Mounting at soccer field and combination field = One time 62,46 euros per board excl.
* Mounting at semi-water field[[2]](#footnote-2) = One time 20 euros per board excl.
* Sponsorship contribution = 200 euros per year

## **Distribution**

FOSST offers student sports associations (hereinafter SSAs) the opportunity to approach companies who want to make use of the advertising boarding plan. It is very beneficial for the SSA to take advantage of this opportunity because they will receive the majority of the sponsorship contributions. FOSST keeps track of all sponsor requests and manages the sponsor contributions from companies. This contribution will be distributed by FOSST to all associations. For this purpose, FOSST has made the following distribution in cooperation with the Sports Center and all SSAs:

|  |  |  |
| --- | --- | --- |
| **Number of billboards per SSA** | **Share SSA that brought in the sponsor** | **Share of other SSAs** |
| 1–2 | 70% | 30% |
| 3–6 | 50% | 50% |
| 7 or more | 30% | 70% |

With this distribution, FOSST wants to encourage SSAs to actively seek sponsors. Because SSAs receive a lesser percentage with more sponsor billboards, they are discouraged from seeking too many sponsors. This leaves more room for SSAs that have more difficulty finding a sponsor.

## **Step-by-step Plan When Applying for billboards**

As of August 2017, the advertising boarding plan is in effect, and SSAs can approach sponsors for a billboard alongside one of the sports fields of the Tilburg University Sports Center. In doing so, it is important that each club knows what steps need to be followed before the billboard actually hangs alongside one of the fields. The steps are as follows:

1. An application form can be found in Appendix 1 for student sports associations. This form must be completed in full to initiate the application. This form will be sent to FOSST and the application will be processed in conjunction with the Sports Center.

2. If there is agreement on the application, the SSA will be informed and FOSST will send a contract (see example in Appendix 2). In this contract, the association and the sponsor declare that they have made an agreement concerning the sponsor billboard and the amount. With this contract, FOSST wants to ensure that a sponsor's commitment is confirmed in black and white.

3. The SSA goes to the sponsor with the contract and ensures that the contract is signed.

4. The SSA submits the contract to FOSST.

5. FOSST will arrange contact between Quaform and the sponsor so that a draft version of the billboard can be made in collaboration.

6. The concept of the billboard will be reviewed by FOSST and the Sports Center. After these parties agree, production of the billboard will be initiated.

7. After production, the billboard will be mounted by FOSST and the SSA alongside the lines of the sports fields of the Tilburg University Sports Center within 10 working days.

We hope that all of the above information is clear regarding the above-mentioned advertising boarding plan. In the unlikely event that you still have questions, please send an email to treasurer@fosst.nl.

# **Printing costs timeless SSV promotional poster**

All SSAs can claim a timeless poster from FOSST of up to €10 each year. This A1 poster will remain under the management of FOSST and will be used for promotion of the SSV in the sidewalk billboard in front of the entrance to the Tilburg University Sports Center.

1. If not enough (good) applications have been submitted before this deadline, FOSST reserves the right to reschedule this deadline and/or use the remaining amount for other expenses that promote student sports in Tilburg. [↑](#footnote-ref-1)
2. The semi-water field has a different fence, requiring different mounting brackets. [↑](#footnote-ref-2)