Green Office Subsidies

Regulations

Article 1. Definitions

The following definitions apply herein:

1. **University**, **UG**: The University of Groningen;
2. **Board**: The Board of the University of Groningen;
3. **Green Office**: The Green Office of the University of Groningen;
4. **Regulations**: The regulations as defined herein;
5. **Sustainability**: Sustainability as defined in the United Nation's Sustainable Development Goals (SDGs);
6. **Organisation**: a student organisation in Groningen
7. **Subsidy:** The Green Office Subsidy is financial support provided to Organisations by the Green Office to facilitate initiatives promoting sustainability.
8. **Subsidy Budget:** The Green Office may grant a total maximum of €10.000 per Subsidy Period
9. **Subsidy Period:** The Subsidies are organised yearly, from the first Monday of September to the Monday three weeks before the start of the 2B semester of the UG academic year.

Article 2. Green Office Subsidies

1. The Green Office can provide subsidies to student organisations with the aim of financially supporting sustainable initiatives.

Article 3. Eligibility

Organisations that meet the following criteria are eligible for the Subsidy:

1. Be eligible for the Internationalization and Inclusion Grant (IIS) offered by the CUOS;
2. Have received a Green Office Label in the last edition of the Green Office Labels programme offered by the Green Office. If this is not the case, they may still apply on the condition that they will participate in the next Green Office Label edition.

Article 4. Subsidy scope

1. The Subsidy is only granted when it is demonstrated that there is a financial need for support, and the funds will be used for initiatives that positively promote sustainability.
2. The Green Office will not provide a Subsidy for alcoholic beverages, financial compensation for members, or the Organisation's general expenses.
3. The Green Office will not provide a Subsidy for an initiative that has already received another subsidy of a similar nature from the UG.

Article 5. Subsidy Period

1. The specific dates of the Subsidy Period are communicated on the Green Office website.

Article 6. Limits

1. A maximum sum of €1.000 per Subsidy Period may be granted to each Organisation.
2. Each Organisation may apply for a maximum of two Subsidies, totalling the maximum amount of €1.000 per Subsidy Period; rejected applications count towards this limit.
3. When the Subsidy Budget is reached, the Green Office can no longer provide new subsidies in that Subsidy Period.

Article 7. Application procedure

1. Organisations may apply at any time during the Subsidy Period. Applications submitted outside of the Subsidy Period are not guaranteed to be processed.
2. Applications must be submitted through the appropriate form found on the relevant page of the Green Office website (rug.nl/greenoffice). Applications submitted through any other means will be rejected.
3. Applications will be rejected if:
    1. The applicant is not eligible to apply;
    2. The application does not comply with the limits set out in Article 6;
    3. The Subsidy Budget has been reached.
4. An application for a joint initiative may be submitted by cooperating Organisations as a single application. If granted, the Subsidy is paid to the lead applicant responsible for distributing the funds and fulfilling all obligations in these Regulations.

Article 8. Additional information

The Green Office may request additional information regarding submitted applications. If an Organisation fails to deliver the requested information within a reasonable time, the application may not be processed further.

Article 9. Assessment

Applications with all required and requested information are assessed on a first come, first serve basis by the Green Office based on the following criteria:

1. Quality and substantiation of the content;
2. Contribution to and impact on Sustainability;
3. Plan and how it is elaborated, taking into account feasibility and time frame;
4. Objectives and desired outcomes;
5. Target group and scope (size, need, additional range of activities);
6. Amount and reasonableness of the expenditure;
7. Ratio between the requested amount and the applicant's expenditure;
8. Rationale behind the requested amount and the planned expenditure plan;
9. Compatibility with the UG's policies;
10. Past decisions for other applications similar in nature.

Article 10. Decision

1. After processing an application, the Green Office informs the applicant of its decision, which will be either:
    1. rejected; or
    2. provisionally granted.

2. A rejected decision is considered definitive.
3. A provisionally granted decision will include:
    1. the sum of Subsidy to be granted;
    2. the conditions under which the Subsidy will be definitively granted;
    3. the rationale behind the decision;

Article 11. Report

1. Organisations must submit a report within six weeks after the end of the activity for which a Subsidy has been provisionally granted. The report includes the following:
    1. relevant invoices pertaining to the initiative;
    2. an overview and justification of the expenditures;
    3. a summary and an explanation of the activities undertaken;
    4. an evaluation of the initiative's success based on the metrics the Organisation indicated when applying for the Subsidy;
    5. if applicable, the total number of participants.
2. Reports must be submitted using the designated form found on the relevant page of the Green Office website (rug.nl/greenoffice); submissions through other means will not be processed.
3. If the initiative was already carried out when the decision to grant a Subsidy was taken, the report must be submitted no later than three weeks after the date on which the decision was made.

Article 12. Definitive decision

1. Based on the submitted report, the Green Office makes a definitive decision to either grant or reject the previously provisionally granted application.
2. The Green Office may reject a previously provisional decision or reduce the granted amount in a definitive decision based on, but not limited to, the following:
    1. if the activities fail to meet the Organisation's objectives sufficiently;
    2. if the activities were not carried out or have not been carried out thoroughly;
    3. if the Organisation did not correctly justify or account for activities and expenditures;
    4. if the expenditures occurred are less than anticipated;
    5. if the Organisation provided inaccurate or incomplete information that would have affected the original decision;
    6. if the conditions attached to the provisional decision were not met;
    7. if the Organisation did not participate in the Green Office Label programme.

Article 13. Objections

1. The Green Office's decisions regarding the distribution of the Subsidy are decisions made on behalf of the Board.
2. In accordance with the General Administrative Law Act (Awb), an objection can be lodged with the Board against a definitive decision based on this regulation within six weeks of the decision being announced.

Article 14. Unforeseen circumstances

Any matters not covered by these Regulations will be decided on by the Green Office.

Article 15. Regulation amendments

The Green Office reserves the right to amend these Regulations at its discretion and will publish any amendments accordingly.

Article 16. Citation

These regulations may be cited as “Green Office Subsidies Regulations”.

Article 17. Date of validity

These Regulations enter into force on 9 December 2024 and remain valid until the Green Office publishes an amended version.