

Guidelines and Conditions for the Use of the Subsidy Budget for Student Initiatives

Purpose of this document

This document aims to clearly outline the guidelines and conditions related to subsidies for student initiatives.

The goal is to prevent misunderstandings and ensure a fair and efficient allocation of resources.

The subsidies are intended to support sports and cultural initiatives organized by students that promote active participation and engagement.

These subsidies form part of the STUVO funds available for student support. Activities organized directly by STUVO VIVES, whether independently or in collaboration with other partners (such as Brugge Studentenstad or Kortrijk Studentenstad), are not included in this document.

1. Summary of the Subsidy Policy

The subsidy scheme is designed to support students with creative, social, or connecting ideas in implementing their projects. The following basic conditions apply:

Target group: Students with a sporty, cultural, or creative idea aimed at connecting a group of students. This can include a class group, a student club, a student council, or students living in the same residence.

- Subsidy contribution for leisure activities:
 - Up to 75% of the total cost if the price per student is $\leq$ €20
 - Up to 50% of the total cost if the price per student is $>$ €20
 - Maximum amount: €50 per student (based on a 50% contribution)
- Subsidy contribution for transportation (within Belgium only):
 - 50% of the cost for bus transportation (with a transport company)
 - 75% of the cost for train tickets
- Subsidy contribution for printed materials (promotion of leisure activities or student clubs):
 - 50% of the printing cost
 - If the applicant is a student club, they are entitled to:

- 1 subsidy at the start of the academic year to promote the club
- 1 subsidy to promote their main event of the academic year

2. Non-eligible Activities

To safeguard the objectives of this scheme, the following activities are not eligible for subsidy:

- Curriculum-related activities (directly part of the academic program)
- Food and drinks, except sandwiches during a STUW meeting
- Cantus events
- Badges, ribbons, t-shirts, sweaters, and student codices
- Passive sports participation (e.g. attending a sports match)
- Visits to amusement or theme parks
- Refundable deposits or reservation fees
- Student parties (fuiven)
- Transport or accommodation abroad
- (Indirect) sponsorship of charities
- Car mileage reimbursement (only exceptionally 50% with a max of €50 per driver + declaration of honor required)

3. Specific Conditions

To qualify for a subsidy, the initiative must meet the following requirements:

1. It must be voluntary – students must be free to participate.
2. The initiative must have a connecting and community-building purpose.
3. It must involve at least six participants.
4. The cost must be reasonable and justifiable.

4. Application Procedure

Step 1 – Consultation with the STUVO Student Worker

Contact your student worker to discuss whether your idea qualifies for a subsidy.

Contacts:

North: Lies Lammaing – lies.lammaing@vives.be

South: Chesney Deleu – chesney.deleu@vives.be

Step 2 – After approval

Provide the following details to the student worker:

- Date of the initiative
- Objective and purpose
- Number of participants
- Total cost with supporting documents (invoice or quote)

Step 3 – Confirmation of subsidy amount

The student worker calculates and confirms the subsidy amount (50% or 75%, depending on cost and eligibility).

Step 4 – Organization by the student

The student handles all communication and payments with the supplier.

5. Payment of the Activity

A. Application submitted by a student

- Situation 1 – The organizer can advance the payment
 - The organizer collects the participation fee (excluding subsidy).
 - Pays the full amount to the supplier.
 - Submits invoice, proof of payment, and declaration of honor.
 - STUVO reimburses the subsidy amount.

- Situation 2 – The organizer cannot advance the payment
 - STUVO transfers the subsidy in advance (apply early).
 - Organizer collects participation fees and pays supplier.
 - Submits invoice, proof of payment, and declaration of honor.
 - STUVO verifies and adjusts if needed.

B. Application submitted by a lecturer, program, or study area

The program pays the full cost directly to the supplier.

- Financial representative sends participant list, invoices, and proof of payment to STUVO.
- STUVO verifies documents and approves transfer of funds.
- The program invoices students for the remaining cost (excluding subsidy).