

Rules for Inclusion funds

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Objectives:

The inclusion funds' main objective is to promote the inclusion of international students in the student environment at NMBU. The inclusion funds contribute to this by creating contact between Norwegian and International students, and to give International and Norwegian students an arena to share knowledge involving culture, language, and history.

Who can apply?

All groups and associations from NMBU can apply for funding, including Studentsamfunnet I Ås. Individual students can also apply for funding, but organizations are prioritized.

1. The application process:

1.1 Deadline and process:

The deadline for application is the 15th every month. Should the set deadline fall on a holiday or weekend, the deadline will be the first working day after the holiday or weekend. Applications submitted after the deadline will not be processed until the following month. The applications will be proceeded by the inclusion funds comitee, and the response to the application will be received within the 25^h every month. All grantings of the iclusion funds will be public. This includes which association, planned activity, and the amount of funds granted.

1.2 Application:

If you have any questions about the application process, contact the international officer in the Student Board.

- An application has to be sent through Nettskjema on [Studentdemokratiet/ressurser-midler](#). The International Officer is responsible for the application form.
- Decisions made by the committee are final and cannot be appealed.
- Applications will not be processed in July.
- The applicant must advertise the activities in both English AND Norwegian.
- Applicants must advertise and report on how they marketed in order to receive funding.
- Students applying for larger social/pro-active activities will be prioritized
- The committee of Inclusion Funds will take into account the number of applicants and assess according to what activities that they believe will facilitate the most cultural exchange between Norwegians and Internationals.

1.3 Requirements for the applicant and the application:

- The funds must be used for socio-cultural activities.
- The application and the report must be written in English.
- For organizations applying: Use the bank account that belongs to the organization, not a private account.
- The application must contain a budget with explanations for each post.
- The applicant must seek to make as many students as possible benefit from the activities for which it is applying.
- Activities on or close to campus have a higher priority in the distribution of funds. However, activities organized further away where the target is cultural/language exchange may still qualify for funding.
- Activities that are free for participants are given higher priority in the distribution of funds. Entry fees are only permitted when justified and must be reasonable, non-exclusionary, and limited to covering additional costs directly related to the specific event.
- Closed or internal activities may be considered as long as the target is cultural/language exchange.
- Only upcoming events can be applied for. Exceptions can be made by the committee under special circumstances.
- Applicants who also receive Inclusion Funds, support from Studentsamfunnet i Ås or other funds for their activity may still be eligible for funding, however, the amount may be reduced.
- On special dates (Like Halloween, Christmas eve, New Years Eve, 17th of May) events may still receive funding even when colliding with other including events.

1.4 Not eligible for support:

- Expenses for tobacco or alcohol
- Expenses for activities which are only educational and/or political. These types of activities may be eligible for support through the Funds for Academic and Political Activities
- Expenses for fieldwork or other thesis work
- Transportation expenses
- Activities with aim to collect money for your or other organizations.

2 Report:

- A report with all the receipts has to be submitted through Nettskjema no later than 1 month after the activity has taken place.
- A report should include an explanation about

- o how the event went
- o how many people came, both internationals and Norwegians
- o how you marketed the event
- o Accounting overview: how much money you got, how much was spent and what the expenses were, and surplus if you did have less expenses than budgeted for. (including receipts)
- Any potential redistribution of funds must be explained in both the report and the accounting overview.

3 Redistribution of funds:

If you have other expenses than you originally planned for, or if you have to change the original event due to unforeseen circumstances, then you can apply for redistribution through Nettskjema. The international officer is responsible for processing the applications for redistribution of funds.

The application for redistribution must include:

- Why you have the surplus.
- From which activity are you redistributing money from.
- Description of the new activity or expense that you are planning, including when it will take place.
- Budget for the new activity or expense.
- Other demands:
- The redistribution must be explained clearly in the report after the events.
- The redistributed funds must be used within a month of the approved distribution.
- Redistributed funds that are not used must be reimbursed.

4 Reimbursement of Funds:

- All funds not spent must be reimbursed within 1 month of the event to account **1654.20.29092**. Include organization name, mark it with "**Project 112 inclusion funds [name of organization]**", and notify the International Officer about the transfer.
- Applicants who fail to refund unused Inclusion funds within the deadline will not receive new funds until the unused funds are reimbursed.

5 Violation of guidelines:

If the applicant fails to comply with the rules of this document or organization if funds are used for purposes not supported by inclusion funds, it may result in sanctions for the person, group or organization that is applying.

The mildest form of sanction is a warning, while the strictest is exclusion from the allocations for the next year.

The International Officer in the Student Board has the authority to issue warnings and demand refunds as sanctions. Application of warnings and sanctions must be notified to the Inclusion Funds committee. If the case is of higher severity, it will be referred to the Student Parliament and treated as a complaint case there.

Applicants that fail to refund unused funds within 2 months after the planned activity will not receive new funds until the unused funds are refunded. For more information on refunds, see subsection 4. Reimbursement of Funds

Groups and associations expressing discrimination based on gender, ethnicity, religion, belief, disability, sexual orientation, gender identity, or gender expression in their statements and/or actions will not be eligible to receive inclusion funds. Exceptions to this apply to special arrangements where discrimination serves a legitimate purpose, such as gender-specific associations or local associations.

If violations of the inclusion funds guidelines are discovered, a complaint can be filed. All students at NMBU can file a complaint which is submitted to the Student Board.

6 The Inclusion Funds Committee:

- One representative from the Student Board (leader of the committee)
- One representative from the Samfunnet Board
- One representative from ISU
- One representative from ESN
- 2 representatives from Student parliament

If necessary, AU can supplement with an extra member to be capable of passing decisions

Committee members who themselves are board members of the organizations applying for funding or are actively involved in planning the event will not be allowed to participate or be present in the processing of the application. This includes the general discussions and outcome of the application.

There should be at least 3 committee members present in order to make decisions concerning applications.

7. Introduction week:

Introduction week is referred to as the introductory, or welcome activities organized to welcome the new arriving international students.

The Buddy General in cooperation with ESN and ISU are the main responsible for the planning and execution of the Introduction week in both August and January/February. The Inclusion Funds also provide financial support for the Introduction week during both periods. The activities planned for the incoming international student are exempt from the requirement of mandatory inclusion of Norwegian students.

Other activities that overlap with events and days planned for the Buddy week will not be granted inclusions funds.

Criteria:

An application including all activities planned for the Buddy week must be submitted following the same criteria as the rest of the inclusion funds.

The Introduction Week is exempt from the rules regarding applications for redistribution between events within the Introduction Week for minor cost changes. Any redistribution must still be documented in the report.

- A report must be submitted following the same criteria as the rest of the inclusion funds.

8 Revision of the Rules:

The regulations are revised by the Student Parliament every even-numbered year. Revision of regulations is a matter for discussion at ST-1 and a matter for decision at ST-2. The new version is put into use rights after it has been adopted by the Student Parliament.