

# Regulations for the allocation of welfare funds

*Approved at Student Parliament 2, 19.03.2024*

This regulation provides a comprehensive overview of the allocation of welfare funds, including definitions, purposes, and the process before and after allocation. Other potential sources of support administered by the Student Democracy at NMBU are also presented.

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## Type of Funds

The Student Democracy is responsible for distributing funds for various purposes. We have different types of funds. It is important to note which type of funds is available to apply for the right activities, increasing the likelihood of approval. In this chapter, you can read about Welfare funds and a brief introduction to Inclusion funds.

### 1.1 Welfare Funds

#### Purpose and Expectations

Welfare funds are allocated to clubs and associations at NMBU to contribute to a vibrant, diverse, and inclusive student environment. The funds primarily support activities on Campus Ås. All clubs and associations at NMBU can apply for welfare funds.

The welfare funds consist of basic support, startup support, activity funds, and funds for academic and political events. 92% of welfare funds are distributed at Student Parliament 2 in the spring, and the remaining 8% at Student Parliament 5 in the fall. **Funds distributed at Student Parliament 5 are reserved for newly established clubs and associations, specific activities for open associations (see subchapter 2.7 Open Association), and unforeseen activities.**

Applicants are expected to familiarize themselves with the contents of this regulation, especially with subchapters "type of funds," "applicant requirements," "not eligible for support," and "violation of guidelines."

In case the total requested amount exceeds the available funds at the allocation, priority will be given to the most complete applications, including the most comprehensive reports and budgets.

#### 1.1.1 Basic Support

The basic support should cover the essentials needed for the association to continue activities open to all students on campus.

**Who can apply?:** The basic support is an allocation all clubs and associations can apply for, except those already receiving other forms of basic support from the student democracy. To be defined as an association, there must be at least 10 members, with exceptions for associations over 10 years, requiring at least 5 members. All applicants must provide a purpose clause.

**How to apply and when is the deadline?:** Clubs and associations can apply for and receive basic support once a year, either at spring or fall allocation. An exception is for an open association experiencing a change in category due to an increase in membership; they can apply for the difference in the fall allocation. For more on the application, see Chapter 2. Application Process.

**Report and repayment:** See separate subchapters 3.1 Report and 3.2 Repayment.

**Other important information:** Basic support for clubs/associations is calculated based on the number of members who are NMBU students.

Antall medlemmer	Grunnstøtte	Grunnstøtte Åpen forening
10 – 39	18000	15000
40 – 99	13000	25000
100 <	15000	30000

### 1.1.2 Start-up support

Clubs and associations under 2 years old can receive startup support of NOK 2,000 once during the first 2 years. The support is intended to facilitate the establishment process. To be eligible, the club or association must have at least 10 members who are NMBU students.

### 1.1.3 Activity funds

Activity funds are for social activities that motivate NMBU students to participate, aiming to stimulate an active, open, and inclusive student environment. Activity funds should primarily be used for activities on or near Campus Ås, with committee discretion for exceptions.

**Who can apply:** Only clubs and associations can apply for activity funds.

The committee for the allocation of welfare funds should prioritize activities open to many or all students. The committee can prioritize activities preserving traditions, diversity in the student environment, or those that enliven the campus. Associations with "open association" certification should be prioritized in the allocation, see subchapter 2.7 Open Association.

Applicants are grouped by subject. The grouping affects the allocation of activity funds. Grouping ensures similar clubs/associations are treated alike. The committee for the allocation of welfare funds takes into account the number of applicants in each group and the financial needs of the club/association.

**How to Apply and when is the deadline:** See Chapter 2. Application process

**Report and repayment:** See separate subchapters 3.1 Report and 3.2 Repayment.

**Other Important Information:** Funds allocated by the committee are earmarked for specific expenses and activities applied for and should not be used for other unforeseen purposes. Any redistribution of these funds, intended for alternative activities or purposes than originally applied for, is possible but requires a formal application in advance. For additional guidelines on redistribution, please see subchapters 3.3 and 2.3 on violation of guidelines.

### 1.1.4 Funds for academic and political events

Funds for academic and political events are welfare funds earmarked for community meetings, academic, or political events on Campus Ås, such as debates and lectures. The event must be open to all students. The Student Parliament allocates funds for academic and political events every even-numbered year at Student Parliament 6. The amount allocated should be calculated to be around 15% of the welfare funds.

**Who can apply?:** All clubs/associations, including Samfunnet i Ås, can apply for funds for academic and political events until the fund is depleted.

**How to apply and when is the deadline?:** Application for funds for academic and political events is made through the application form.

- There is a deadline on the 15th of each month, and applicants must apply at least 3 weeks before the event.
- Only applications submitted before the event will be considered.
- Applicants should receive a response no later than 2 weeks after the application deadline.
- Applications will not be processed in July.

The application form is administered by the person responsible for Welfare Funds in the Student Parliament's Student board. The person responsible for Welfare Funds can make discretionary assessments if applications are submitted **less than 3 weeks** before the event.

**Report and repayment:** After the academic or political meeting, the applicant must submit a report through the application form. The link to the application form can be found on the website. The person responsible for the form is the Welfare Funds Manager from the Student Parliament's Student board. This must be submitted no later than 1 month after the meeting is concluded and must contain the same information as the report for activity funds. More about the report, see subchapter 2.9, Report.

**Other important information:** Activities/initiatives cannot be supported by both activity funds and funds for academic and political events. If there are funds for academic and political events left at the next allocation of welfare funds, these will be transferred to the Student Welfare Fund. You can read more about the Welfare Fund in Chapter 4, Student Welfare Fund.

## 1.2 Inclusion Funds

The main objective of the inclusion funds is to promote the inclusion of international students in the student community at NMBU. The inclusion funds will contribute to this by creating contact between Norwegian and international students, providing them with a platform to share knowledge about culture, language, and history. Students applying for support for larger social/proactive activities or initiatives will be given priority.

**Who can apply?:** All associations, including Samfunnet i Ås, and individual students at NMBU.

**Further provisions:** More details on this can be found in a **separate regulation** on our website > funds > inclusion funds.

## 2. Application Process

### 2.1 Requirements

#### Applicant Requirements

- The applicant must be an association or organization at NMBU.
- The association must have at least 10 members, but for associations over 10 years old, the requirement is a minimum of 5 members.
- The applicant must have an association account. The exception to this is newly established associations.
- The association is expected to have adopted internal ethical guidelines. This is necessary to ensure that activities organized by associations align with the values of student democracy. Through this initiative, we aim to promote a safe and inclusive student environment.
- The association must participate in the association leader course offered annually. The exception to this is newly established associations in their first year.
- The association must participate in a workshop on application writing to receive funds. Should not any members have the opportunity to participate in a workshop, the Student

Board may accommodate for another alternative. The absence must be validated. Newly established associations are exempt from this.

### **Application Requirements**

- The applicant must disclose assets, all funds the association possesses at the time of application. It is not sufficient to provide the balance of the operating account. If the applicant has assets exceeding NOK 100K, they must explain why the association has such funds. This includes whether it is being saved for something and a timeline for the project.
- An updated membership list indicating the number of members who are current students at NMBU at the time of the application must be included.
  - o Associations with zero membership fees must provide a participant list of individuals utilizing the offerings.
- The application must include an annual report with accounts for funds distributed by the student democracy (Welfare and Inclusion). For more information, see subchapter 3.1 Report.
- All attachments must be labeled with the name of the association.

### **2.2 Group Classification is as Follows:**

#### ***Line Associations***

The line associations organize students from the faculties or study programs at Campus Ås. They promote students' academic interests through company presentations and academic evenings, fostering camaraderie through social events.

#### ***Music, Culture, Local Associations, and Others***

**Music and culture** include choirs, orchestras, music groups, dance groups, theatre groups, film clubs, photography clubs, and exclusive associations.

**Local associations** are groups promoting a shared affiliation with a city, county, or region.

**Others** are associations fostering common interests, providing students with social belonging and identity based on factors not falling under other groups of associations.

#### ***Politics, Social Engagement, Religion, and Internationally Oriented Organizations***

Political, social engagement, and religious organizations include political groups, organizations promoting social engagement, or specific societal interests, and religious organizations.

Internationally oriented organizations focus on the international community. These organizations disseminate knowledge to NMBU students about international affairs, work to establish more contact between students at Campus Ås and the international community or facilitate knowledge exchange between NMBU students and students from other countries.

### **2.3 Violation of Guidelines**

If an association violates the rules in this regulation, it can lead to sanctions. The mildest form of sanction is a warning, while the most severe is exclusion from the next spring allocation. The

Student Board has the authority to impose sanctions. If the matter is of higher severity, it will be referred to the Student Parliament and treated as a complaint.

Associations that do not repay unused activity funds within the deadline (next application deadline in spring) will not receive new welfare funds until the unused funds are repaid. For more on repayment, see subchapter 3.1 Repayment. Failure to repay can result in sanctions.

Associations expressing discrimination or differential treatment based on gender, ethnicity, religion, worldview, disability, sexual orientation, gender identity, or gender expression in their statements and/or actions will not be eligible for welfare funds. Exceptions to this apply to special arrangements where the differential treatment has a legitimate purpose, such as gender-segregated associations or local associations.

If violations of the welfare fund guidelines are discovered, a complaint can be filed. All NMBU students can submit a complaint, which is sent to the Student Parliament's Student board.

## 2.4 Not Eligible for Support

Welfare funds do not support:

- Activities within the association or between specifically selected associations. Academic and Open associations are exempt from this.
- Events not primarily held on or near the campus. The Welfare Fund Allocation Committee reserves the right to make discretionary exceptions.
- Revues or activities financially supported by Studentsamfunnet i Ås. An exception is made for activities supported by funds for academic and political events; see subchapter 1.1.4 Funds for Academic and Political Events.
- Transport and travel allowances.
- Associations or activities falling under other associations already receiving welfare funds.
- Associations supported by the semester fee, such as NMBUI teams.
- Alcohol, nicotine, and other substances.
- Activities with the goal of raising money for the association and/or other organizations, such as waffle sales.
- Financial support for other organizations.
- Gifts to speakers or instructors, etc.
- Financial enterprises.
- Association attire. Associations with "Open Association certification" are exempt for new members. See subchapter 2.7 Open Association.
- Associations promoting discrimination or differential treatment, see chapter 1.8 Violation of guidelines.

## 2.5 Deadlines

### 2.5.1 Publication of Application Form and Regulations

The regulations are available at <https://www.studentdemokratiet.no/velferdsmidler> throughout the year. The application form is made available in early January for the spring allocation and early August for the fall allocation. The application form is open for at least 1 month before the application deadline. The Student Parliament's Student board advertises welfare funds well in advance of the deadline.

### 2.5.2 Application Deadline

The spring application deadline is **10<sup>th</sup> February**, and the fall application deadline is **10<sup>th</sup> September**. If the specified deadline falls 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.

**If you are unsure about the deadline for your association, refer to subchapter 1.1 Welfare Funds - Purpose and Expectations.**

### 2.5.3 Processing Deadline

The allocation of welfare funds is decided by the Student Parliament at Student Parliament 2, and the result is announced on studentdemokratiet.no and through minutes from the Student Parliament at <https://www.studentdemokratiet.no/studentting>. All applicants receive a response letter within 2 weeks after the allocation is approved at the Student Parliament, including the allocation details. Individuals are responsible for finding out the amount allocated and its purpose for their own association. Welfare funds are allocated no later than two weeks after the allocation is approved at the Student Parliament.

### 2.5.4 Complaint Deadline

Complaints about the allocation of welfare funds must be submitted in writing to the person responsible for Welfare Funds at the Student Parliament's Student board no later than **5 working days after receiving the response letter**. All associations are entitled to a thorough review of their complaint and a written response.

## 2.6 Application

All associations applying for welfare funds must use the designated application form.

The application must include:

- Associations must include a membership list with the student share.
- Associations applying for activity funds must provide information about the activities for which funds are sought and a budget for all activities.
- The budget for each activity must clearly indicate how the welfare funds will be used. **Applications without a budget will not be awarded funds.**
- Associations that received activity funds in the previous allocation must submit a report for the activities and financial statements. New associations that only received basic support in the previous allocation do not need to submit a report.
- Associations submitting an incomplete application will, if submitted before the deadline, be given a chance to correct the application within the deadline set by the Welfare Coordinator.

For questions about the application form or regulations, contact the Welfare Coordinator at [studenttinget@nmbu.no](mailto:studenttinget@nmbu.no). Applications received after the deadline will not be processed.

## 2.7 Open Association

"Open Association" certification aims to motivate associations to be open and organize activities targeting all students at NMBU.

To become an open association, the following criteria must be met:

- No admission requirements
- Membership fee of a maximum of NOK 100 per semester
- Continuous enrollment with no maximum number of members
- At least 3 events per semester open to all NMBU students
- Events can be conducted in English if English-speaking students participate
- The association must be practically open to all students
- Associations must apply for open association certification every year

### Can we become an open association?

- Yes, if you meet the above requirements
- Organizations with political affiliations connected to a specific political party or geographical affiliations cannot become open associations
- Other associations will be assessed based on discretion concerning their purpose, which must promote the inclusion of all students to qualify as an open association

Benefits:

- Priority in allocation
- The requirement that 75% of the association's members must be members of Samfunnet for venue rental is removed for open associations (this does not apply to larger events requiring venue rental). For more information, see Samfunnet's website.
- Open associations can apply for internal events.
- Open associations can apply for funds to cover association attire for new members. This can be applied for in both the spring and fall allocations due to an increase in the number of new members.
- Open associations can occasionally be granted funds for activities off-campus.
- Open associations can apply for basic support twice a year, both in the spring and fall allocations (due to the increase in the number of members during a semester), see subchapter 1.1.1 Basic Support.
- "Open Association" certification can request practical help for marketing.
- Associations with "open association" certification should be marked with an open association stamp.

It is important to note that "Open Associations" still reserve the right to exercise discretion and exclude members who do not adhere to the association's guidelines.

## 2.8 Allocation

### 2.8.1 Processing of applications and Welfare Allocation Committee

#### 2.8.1a Mandate

The Welfare Allocation Committee processes all applications and proposes an allocation of welfare funds to the Student Parliament. The committee evaluates the content of applications



against the objectives of welfare funds. The committee evaluates the allocation process and proposes any changes to regulations and the application form; see chapter 7 Revision.

### **2.8.1b Composition**

The Welfare Allocation Committee consists of:

- The person responsible for welfare from the Student Parliament's Student board (committee leader).
- Leader of the inclusion funds committee (if also responsible for welfare funds, another representative from the Student board takes on the role).
- Head of Finance of the Board of Samfunnet
- A student representative in the SiÅs board.
- A person who has been involved in previous years' allocations.
- 2 representatives elected by the Student Parliament. Representatives are elected at Student Parliament 4 in the fall to serve on the committee in the following academic year.

### **2.8.1c Decision-making**

The committee is quorate when at least three representatives are eligible to vote. Committee members are not eligible to vote and should not be present when the committee discusses associations they are or have been members of. If this applies to the person responsible for welfare funds, they present the application and then leave the room. The person responsible for welfare funds can only be brought in for direct questions regarding the application.

### **2.8.1d Working Method**

The person responsible for Welfare Funds reviews all applications and compiles a list of applications and a preliminary allocation proposal. In case of a heavy workload, the committee may be asked to assist in reading applications.

The committee meets 1-2 times before Student Parliament 2 and 1-2 times before Student Parliament 5. The committee reviews all applications and adjusts the proposal for the person responsible for welfare funds. If there is doubt about whether an applicant is entitled to welfare funds, it is up to the Welfare Allocation Committee, after a discussion with the contact person behind the application, to make a discretionary assessment of whether the applicant is eligible for support from welfare funds. The person responsible for welfare funds presents the committee's recommendation at the Student Parliament. Before the Student Parliament meeting, associations can have a meeting with the person responsible for welfare funds to discuss the allocation and any uncertainties. Questions/comments should be directed to the person responsible for welfare funds and not personally to the committee members.

### **2.8.2 Decision**

The Student Parliament approves the allocation of welfare funds. The Student Parliament can make changes to the committee's proposal for the allocation of welfare funds. Welfare funds have a main allocation at Student Parliament 2 in the spring and a smaller allocation at Student Parliament 5 in the fall.

## 2.9 Report

In the application for allocation, it is necessary to include an annual report documenting that the allocated funds have been used in accordance with the purposes for which they were applied. This report should contain the following information:

- What the applicant used activity funds for, including the presentation of receipts for expenses and purchases.
- A description of the event.
- The location where the event took place.
- The number of participants who attended.
- To what extent the target audience was reached.

In addition to the report, an Excel document with accounts must be included. This account sheet must clearly show:

- Amount allocated per event in the previous allocation.
- Amount spent per event.
- Total amount allocated.
- Total amount spent.
- Any remaining funds to be refunded.
- Any transfer/redistribution of funds that has been made, specifying from activity to activity and the amount redistributed.

It is important to note that the Student Parliament's Student board has the right to request the submission of receipts to verify expenses.

## 3. After the Application Process

### 3.1 Repayment

All funds that have not been used by the end of the calendar year must be repaid.

When repaying welfare funds, the applicable sum should be transferred to account number 1654.20.29092, and the payment must be labelled "Project 111, Welfare Funds, \*association name\*".

**If the funds are not repaid by the application deadline, the association will not be allocated welfare funds until the money is paid.**

### 3.2 Fund Transfer (Redistribution)

Associations can, upon application, request the transfer of funds from one activity to another. Associations can also apply to use welfare funds between the end of the calendar year and the application deadline. The activities will be assessed on the same basis as the rest of the welfare funds and must follow the same guidelines.

**How to apply:** Redistribution is applied for through the application form available on the Student Democracy's website. The person responsible for Welfare Funds is in charge of this.

**Other requirements:**

- It must be clearly stated in the report that the transfer has occurred.
- The use of funds must occur within the same calendar year.
- Activity funds that are not used by the end of the calendar year must be repaid. More information in subchapter 3.8 Repayment.
- The transfer or use of funds between the end of the calendar year and the application deadline must be specified and justified in the annual report submitted with the application the following year.

### 3.3 Complaint

#### 3.3.1 Processing of Complaints Regarding Allocation

If an association is dissatisfied with the allocation, a complaint must be submitted. This should be sent to the Student Parliament at [studenttinget@nmbu.no](mailto:studenttinget@nmbu.no). This must be done before the next upcoming Student Parliament meeting after the allocation.

Complaints will be handled by the Student Parliament's Student board. A written response will be sent to the complainant within **5 working days**. If the complaint is upheld, the funds will be distributed in the next allocation of welfare funds.

#### 3.3.2 Processing of Complaints for Violation of Guidelines

If the Student board receives a complaint about a violation of the regulations, the Student board will review the complaint in a recorded meeting. The association against which the complaint has been filed will be informed and given an opportunity to explain the situation. The Student board will decide on the sanction to be imposed. See subchapter 2.3 Violation of Guidelines and subchapter 3.4 Complaint.

If the Student board considers the case to be of the utmost seriousness, it will be brought to the Student Parliament. Individuals, teams, or associations that have submitted or received a complaint against them may comment on the matter in writing or orally at the Student Parliament.

When the case is to be considered at the Student Parliament, it will be presented in a neutral manner by the Student board. The impartiality of Student Parliament representatives is handled according to the impartiality point in the Student Parliament's statutes.

The Student Parliament decides whether the behaviour of the team/association violates the regulations. If the complaint is approved by the Student Parliament, the decision will take effect from that Student Parliament meeting.

## 4. Student Welfare Fund

Funds that are not used or are repaid are deposited into the Student Welfare Fund. Any surplus from the Student Parliament's operations is also deposited here. The fund is used for major investments that benefit all students. It is the Student Parliament that decides whether to use the Student Welfare Fund, based on a joint proposal from the Leader of the Student Parliament's Student Board, the Leader of the SiÅs Board, and the Leader of the Board of Samfunnet.

## 5. Revision of Regulations

Regulations are revised by the Student Parliament every even year. Revision of regulations is a discussion item at ST-4 and a decision item at ST-6. The new version is put into effect after being approved by the Student Parliament. The Student Parliament at ST-6 every even year approves the percentage rates for allocations of welfare funds, both in spring and fall.

The Welfare Coordinator in the Student board, along with the rest of the allocation committee, should review the application form before each main allocation and make any necessary revisions.