



# Protocol Appendix F

## SUPPORT FUND

### INTRODUCTION

This document is an Appendix to the Protocol of EGEA and consists of definitions about the EGEAns that have the right to benefit from the Support Fund, rules and procedures for managing the applications for the Support Fund.

### I. DEFINITIONS

The EGEA Support Fund is a special fund, separated from the annual budget of EGEA, which purpose is to help EGEAns participate in the association's events.

**I.1.** The EGEA Support Fund shall be financed by donations collected through the association's website, during EGEA events and by other sources.

**I.2.** Every individual of an EGEA entity may apply for the EGEA Support Fund.

**I.2.1.** Individuals from candidate entities which have already sent their motivation letter may also be considered.

**I.2.2.** All members of the Board, Regional Contact Persons, and the Secretariat Coordinator are not entitled to benefit from the EGEA Support Fund.

**I.2.3.** An exception to Article I.2.2. may be made if the member entities agree during the meetings of the General Assembly or by online voting.

**I.2.4.** As an exception to Article I.2.2., if the BoE Travel Refund in a given EGEA working year's budget falls below €500 per Board member, each affected Board member can supplement their Travel Refund by applying for the Support Fund, until a total of €500 of combined Travel Refund and Support Fund has been reached. In the same way, if the RCPs Travel Refund in a given EGEA working year's budget falls below €400 per RCP, each affected Regional Contact Person can supplement their Travel Refund by applying for the Support Fund, until a total of €400 of combined Travel Refund and Support Fund has been reached. In the same way, if the Secretariat Coordinator Reimbursement in a given EGEA working year's budget falls below €400, the Secretariat Coordinator can supplement their reimbursement by applying for the Support Fund, until a total of €400 of combined Travel Refund and Support Fund has been reached. The Financial Control Commission has to approve these Support Fund payments.

**I.2.5.** Individuals from outside of EGEA who take part as trainers in the event 'Training New Trainers' and who are developing soft skills and other skills of EGEAns can apply for the Support Fund to cover part of the travel cost and/or participation fee.

## II. RESPONSIBLES FOR MANAGING THE SUPPORT FUND

**II.3.** The decision-making body is comprised of the Regional Contact Persons (RCPs) and shall hereafter be referred to as the "Jury". In case of an application from a BoE member, an RCP or the Secretariat Coordinator, the Jury will be comprised of the FCC members.

**II.3.1.** The Treasurer will oversee the decisions of the Jury and has the right to make comments. The Jury will then reconsider if necessary but is not obligated to change the decision. The Treasurer handles transactions with regards to the EGEA Support Fund.

**II.3.2.** The EGEA Support Fund is subject to an annual review by the Financial Control Commission.

## III. RULES AND PROCEDURES FOR THE APPLICATION AND FUNDING PROCESS

**III.4.** The Support Fund is mainly aimed to cover part of the travel cost and/or the participation fee at administrative and scientific events.

**III.4.1.** It is at the discretion of the Jury to decide which events deserve higher priority on a case by case basis without prejudice.

**III.4.2.** The Support Fund can also be used to cover travel costs and/or the participation fee of the participants or trainers at the 'Training New Trainers' event.

**III.4.3.** The Support Fund can also be used for participants and trainers of in-person event 'CP training'.

**III.5.** Individuals applying for the Support Fund must submit the official application form during the registration period of the respective EGEA event. In case the applicant registers after the official registration period, a later application can be considered.

**III.5.1.** Applications will not be accepted after the respective event has started.

**III.6.** The amount granted to the applicants is decided by the Jury.

**III.6.1.** To enable a sound decision, the Jury may contact the applicant to clarify any uncertainties within the application.

**III.6.2.** The Jury has to inform the applicant about their decision before the applicant's payment deadline of the respective event.

**III.6.3.** The money is transferred to the applicant's bank account after the respective EGEA event by the Treasurer. The time frame for the transaction is the last day of the event until 60 days after the event.

**III.7.** Support given must not exceed available funds.

**III.8.** It is advised not to spend all available funds within a single open call. The surplus shall be kept in the Support Fund for the next funding period.

**III.9.** One applicant shall never be given more than two EGEA Support Fund grants per working year and not more than one EGEA Support Fund grant for one event. An exception to these rules may be made if the General Assembly or a written resolution of more than half of the member entities decides otherwise.

**III.10.** Individuals who have received funding for an event are expected to be present for at least 80% of the official event's programme (e.g. scientific programme & trainings and General Assembly and/or Regional Meeting sessions).

**III.11.** Failure to fulfil Article III.10. will lead to exclusion from the Support Fund and the granted support shall not be paid. Complaints concerning the management of the Support Fund shall be brought to the Jury.

**III.12.** According to the process described above, only the Jury and the Treasurer have access to the applications of the Support Fund applicants.

**III.12.1.** In addition, the Financial Control Commission will have access to the names of the supported applicants, but not the applications.

**III.12.2.** The Jury, the Treasurer and the FCC must treat all information related to the identity of support fund applicants confidentially.

**III.13.** To ensure the anonymity of the applicants, the Jury is responsible for clearing the Support Fund email account and important documents before the transition to the new Jury without compromising the work of the Treasurer and the Financial Control Commission.

**III.13.1.** The receipts will be transferred to the Treasurer's archive and stored for seven years for tax report purposes. The data can only be inspected by the Treasurer and only if it is made necessary by the Dutch tax office.

**III.14.** In case an applicant requested financial support for an event that had to be cancelled and the Jury has already announced its positive decision to the applicant, the Jury can re-evaluate its decision. Each of such cases shall be treated individually taking into account all circumstances in order not to harm EGEA or the applicant. The applicant, as well as the Treasurer, shall be informed about the final decision before the original

end of the event.

