



Terms and Conditions of the FGw Diversity Office Initiative Fund

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Subject

Terms and Conditions Diversity Office Initiative Fund

This document outlines the terms and conditions for staff, students, and student groups to apply to the FGw's Diversity Office for funding for grassroots initiatives. "Grassroots initiatives" refer to events organized by the FGw community that focus on diversity, inclusion, and/or equity. We believe that these bottom-up initiatives are essential for promoting diversity and inclusion and for embedding the values of diversity, inclusion, and equity within our faculty. This is the core mission of the FGw Diversity Office.

Kristine Johanson

Faculty Diversity Officer

Terms and Conditions

1. The applicant must be a student of the FGw at the University of Amsterdam. A student group may also apply for the Fund as long as the majority of the students are FGw students.
2. The FGw Diversity Office Initiatives Fund (the Fund) applies to initiatives that are both starting up and already established.
3. The initiative must relate to diversity, inclusion and/or equity in the Faculty of Humanities (FGw) at the University of Amsterdam.
4. The Diversity Office (DO) particularly encourages and prioritizes initiatives that are sustainable over a long term, but also welcomes singular events.
5. The applicant should clearly define the target audience it intends to reach at the Faculty and the University of Amsterdam.
6. The applicant should explicitly articulate how the proposed initiative contributes to diversity, inclusion, and/or equity within the FGw's target audience.
7. The initiative should be accessible to all University of Amsterdam members. Exceptions to this openness may be considered on a case-by-case basis, on the condition that limiting the accessibility is for the purpose of furthering diversity and inclusion.
8. The initiative must be centered in or around the FGw unless agreed to otherwise between the Diversity Office and the applicant. Applicants are encouraged to look at the [VOX-POP programming](#), as VOX-POP is always a potential venue for DO Initiatives.
9. An example of an event that would be funded is a panel talk on e.g. gender and racism in the (Dutch) media.
10. The communication and/or marketing about the initiative must clearly refer to the FGw Diversity Office Initiatives Fund to enhance the visibility of the Fund.
11. After the application is approved, the initiative will be published on the FGw's Diversity Office webpage and advertised in the newsletters of the FGw and the Central Diversity Office. For this, the applicant will provide:
 - 1) a brief description of the initiative;
 - 2) visual material that will be used for the communication and promotion;

12. The initiative's communication to external parties and/or the target audience must always mention the Fund and the FGw's Diversity Office (think of e.g. social media output, at the event itself).
13. The DO has the right to use all the initiative's communication output that is related to the Fund.
14. During and after the application process, the applicant must maintain close contact with the DO's contact person via inclusion-fgw@uva.nl.

Application process

15. Applications are submitted by sending a completed Application Form to inclusion-fgw@uva.nl.
16. The application must be submitted **at least 6 weeks before** the implementation of the initiative.
17. The maximum requested amount is €500.
18. The applicant can apply twice a year. The DO reserves the right to prioritize applicants/groups who have not previously received funding.
19. The application must contain a clear budget plan in which the expected expenses are stated per cost item. If you have any questions, doubts, or uncertainties about the budget plan, get in touch with the DO contact person for help.
20. The DO will assess the applications on a rolling basis. The DO team will convene once per month from September to June and discuss the applications.
21. To ensure transparency and avoid biases, the Diversity Office team will discuss the application based on clearly stated criteria which an assessment form.
22. Applications are evaluated on the following criteria:
 - A clear connection to Diversity, Equity, and Inclusion (DEI) and aligning with the stated objective of integrating diversity and inclusion into the FGw's culture;
 - Feasibility of the initiative in terms of budgetary constraints and the availability of funds
23. If an application is rejected, the DO is required to inform the applicants of the specific reasons for the rejection.
24. If the application is accepted, the DO contact person will contact the applicant to make an appointment. During this appointment, the DO contact person will explain the

Terms and Conditions again. Thereafter, the Terms and Conditions will be signed by both parties.

25. The requested budget includes, in case working hours have been mentioned, any tax potentially owed.

Fund allocation and accountability

26. The applicant receives the requested amount in advance using the declaration form which can be found on the following webpage: [Declaraties - student.uva.nl](https://student.uva.nl/declaraties). This is done in collaboration with the DO contact person.
27. After the initiative, the applicant must justify the amounts spent.
28. When justifying the amounts spent, the applicant must provide the original receipts of payment for the expenses. This can be in the form of receipts or invoices.
29. In case the applicant has spent less money than received, the applicant must refund the remaining amount.
30. In case the applicant has spent more money than received, the responsibility for this lies with the applicant themselves, due to the agreements made for the Fund to be allocated.
31. In case receipts or invoices are missing, incomplete, or not filled in truthfully, the applicant will be given one additional chance to get them right.
32. Consequences will follow if the applicant does not meet the requirements and fails to respond after at least 3 contact attempts.