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# Procedure FONTYS board membership grants

**Academic year**  
**2021-2022**  
**2022-2023**

*This procedure is an elaboration of the Regulations on Board Membership Grants*



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## Introduction

Board membership grants is an allowance for Fontys students who perform administrative activities within the board of a student organisation that is part of an umbrella organisation recognised by Fontys. Because board membership grants is not compensation for work performed, there is no taxable income.

The umbrella organisations recognised by Fontys are:

- **Federation of Purple Study Associations (FPSA)** – Study associations of various Fontys study programs.
- **Compositum** – Eindhoven student social clubs;
- **Eindhovense Studenten Sport Federatie (ESSF)** – Eindhoven student sports associations;
- **Scala** – Eindhoven cultural student associations;
- **Federation of Students Sports Tilburg (FOSST)** – Tilburg student sports associations;
- **SOTS** - The Tilburg consultative body of Vidar, Plato, I\*ESN and St. Olof;

In addition, there is a Fontys umbrella organisation for student organisations that are not study associations and do not fall under one of the recognised umbrella organisations.

To qualify for board membership grants, both the student organisations and the student must meet a number of conditions. These are included in the Regulations on Board Membership Grants. This procedure is a practical elaboration of the Regulations on Board Membership Grants.

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## CHAPTER I - STUDY ASSOCIATIONS

### 1. Study association scholarship conditions

*The study association must (Article 10 of the Regulations):*

- Be a member of the FPSA;
- Be registered with the Chamber of Commerce as an association with full legal capacity, with the current board members always being registered;  
Have a Code of Conduct signed by the board;
- Draw up an annual plan with summary and an annual report with summary;
- Participate in the coaching activities organised by the Centre for Participation (Centrum van Medezeggenschap);
- Change the entire board in the months of June, July, August or September, so that a board year is equal to the relevant academic year.<sup>1</sup>

*The student (Article 11 of the Regulations):*

- Is registered as a student during the period in which they have a board position;
- Waives claims for graduation support;
- Does not receive any compensation from the institute or third parties for the board position;
- Is registered with the Chamber of Commerce as a board member on 15 October of the academic year for which board membership grants is being applied for.
- Submits an application for board membership grants themselves.

### 2. Valuation

#### *a. Duties of study associations*

A study association makes a major contribution to connecting students with each other, to the development of the student and the study program, and to connecting students with the (future) field of work and society. Study associations should contribute in these areas by organising activities to bring about this connection and development. This concerns the following four areas:

- Student development
- Study program: (internal)
- Field of work/society (external)
- Social activity

#### *b. Activities to be organised*

It is important to Fontys that the board membership grants go to the right students and that the scholarships are divided equally among the associations. Based on this principle, the amount of the board membership grants to be allocated depends on the number of activities organised by the association. In this way, students will be facilitated on the basis of the commitment to the student, the study program and the

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<sup>1</sup> The CvM student participation advisers schedule a separate appointment with study associations that change board members during the year. This concerns about six study associations. During this meeting, the following will be discussed: Agreements about the transition year and how to achieve annual changes of the entire board, from September 2022. What is needed for that?

We use two variants.

a. no exception, already board change in line with academic year

b. exception, six associations, two boards to be approached every year. Change of entire board.

First board for 50 percent of the amount and second board has to register in March for 50 percent of the amount.

association.

The number of activities to be organised is divided into three graduated scales. The more activities are organised, the higher the board membership grants to be received. Unique activities should be organised across the four areas described above. Annex 2 includes suggestions for activities and the area in which they are classified.

Activities to be organised for each graduated scale are listed below:

Activity 1 Area: 'Social activities'

Activity 2 Area 'Student development'

Activity 3 Area 'Study program'

Activity 4 Area 'Field of work/Society'



*If 4 unique activities, 1 up to 4, are organised, the association is entitled to €4,000.*

Activity 5 Area 'Student development'

Activity 6 Area 'Study program and/or Field of work/Society'



*If 6 unique activities, 1 up to 6, are organised, the association is entitled to €6,000.*

Activity 7 Area 'Study program'

Activity 8 Area 'Field of work/Society'



*If 8 unique activities, 1 up to 8, are organised, the association is entitled to €8,000.*

### **c. Annual plan and annual report**

Every association must submit an annual plan ([see Annex 1](#)) and an annual report ([see Annex 5](#)). The annual plan looks ahead to the academic year, the goals to be achieved and the activities to be organised. The annual report looks back and reflects on the academic year, the goals achieved and the activities organised.

The summary ([see Annex 2](#)) must include which activities are organised and in which area. This overview is filled in by the association at the start of the academic year. It clarifies the amount of the board membership grants for the study association based on the scheduled activities. This will be reviewed at the end of the academic year. This provides a moment of reflection on the intended plans and the plans implemented.

### **d. CvM coaching moments**

The CvM is in contact with the boards of study associations, gives workshops and training courses, and advises boards on various subjects if requested.

A board year is a period in which the student who is active on a board develops quickly. That personal development of the student is of great importance to Fontys. Coaching moments help to intensify personal development, encourage students and provide assistance in developing skills such as reflection, planning, leadership, project management, etc.

There are three coaching moments per academic year: All coaching moments will be marked by reflecting on the past period and looking ahead to the coming period.

- *Coaching moment 1:* This coaching moment focuses on a discussion of the annual plan,

including the content of the activities, how these can be scheduled and converted into action. If necessary, help is provided with questions about the annual plan and the summary.

- *Coaching moment 2*: This coaching moment will be marked by reflecting on the first term and looking ahead to the second term.
- *Coaching moment 3*: This coaching moment is all about discussing the annual report (and the summary)

#### **e. Maximum scholarship amount per association**

There is a maximum amount per association (of €8,000) and a maximum amount per board member (of €2,000). The scholarship is paid out in the month of July after the end of the board year.

##### *Distribution of grants among board members 2021/2022*

The board membership grants are distributed pro rata among the board members, i.e. each board member receives the same amount.

##### *Distribution of grants among board members 2022/2023*

The board membership grants are distributed pro rata among the board members, i.e. each board member receives the same amount.

The board may choose to make a different distribution and is then responsible for submitting the “different distribution” form as part of the association application. This must be signed by all board members.

If, at the end of the academic year, the board wishes to deviate from the distribution indicated earlier, this must be communicated to the scholarships committee using the “different distribution” form. This must then be submitted simultaneously with the annual report at the latest. The form must be signed by all board members and, if this is not possible due to unforeseen circumstances / force majeure, by at least the chairperson and the incumbent board members.

### 3. Schedule and method

The aforementioned actions lead to the following schedule for study associations

Deadline	Activity	Person responsible
September	Online meeting procedure for the Fontys board membership grants	Board membership grants committee
30 September	FP SA provides a list of all associations that fall under the relevant umbrella organisation.	Umbrella organisation board
15 October	The extract from the Chamber of Commerce must show that the board member was registered on this date	Study association
October/November	Coaching moment 1	CvM and study association
1 November	Study associations provide information of the association to FP SA before 1 November <ul style="list-style-type: none"> <li>• Extract from the Chamber of Commerce showing who was registered as board member on 15 October</li> <li>• Articles</li> <li>• Code of conduct signed by all board members</li> <li>• Annual plan with summary</li> <li>• Form 'different distribution' (from September '22)</li> </ul>	Study association in consultation with FP SA
15 November	Umbrella organisation provides information of the associations (see above) to the Board membership grants Committee before 15 November	
December	Study associations receive provisional decisions on association amount	Board membership grants committee
February	Submission of individual applications for grants	Students
January/February	Coaching moment 2	CvM and study association
April/May	Coaching moment 3	CvM and study association
Before 10 May	Submission of annual report	Study associations in consultation with FP SA
end of May	Sending preliminary decisions to FP SA	Board membership grants committee
early June	Sending final decisions to associations	Board membership grants committee
Mid-July	Payment of grants to students	Board membership grants committee

## CHAPTER II - STUDENT ORGANISATIONS AFFILIATED WITH UMBRELLA ORGANISATIONS RECOGNISED BY FONTYS (NOT FPSA, FONTYS UMBRELLA ORGANISATION)

### 1. Conditions

*The student organisation must (Article 10):*

- Be part of an umbrella organisation recognised by Fontys;
- Be registered with the Chamber of Commerce as an association with full legal capacity, with the current board members always being registered;
- Have a Code of Conduct signed by the board;

*The student (Article 11):*

- Is registered as a student during the period in which they have a board position;
- Waives claims for graduation support;
- Does not receive any compensation from the institute or third parties for the board position;
- Is registered as a board member with the Chamber of Commerce;
- Submits an application for board membership grants themselves.

### 2. Valuation

If these conditions are met, board membership grants can be applied for.

*Association:*

The table below shows the valuation of a board member, based on the size of a student organisation. The scale is based on the number of members who pay the membership fee on 15 October of the current academic year:

<b>Large (300 members or more)</b>	<b>Medium (100-299 members)</b>	<b>Small (35-99 members)</b>
<b>Amount per board member</b>	<b>Amount per board member</b>	<b>Amount per board member</b>
<b>€2,000</b>	<b>€1,200</b>	<b>€600</b>

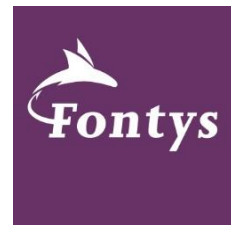
*Umbrella organisation board:*

Students holding a position within an umbrella organisation board, including FPSA, instead of an association board, can apply for a scholarship for a board position that is comparable to a board position at a medium-sized student organisation.



### 3. Schedule and method

Deadline	Activity	Person responsible
<b>first week of September</b>	Appointing and making known a contact person (name, position, telephone number and email address) to both the secretary of the Board membership grants Committee and the student organisations affiliated with the umbrella organisation	
<b>September</b>	Online meeting procedure for the Fontys board membership grants	Board membership grants Committee
<b>30 September</b>	The umbrella organisation board provides a list of all associations that are a member of the umbrella organisation.	Umbrella organisation board
<b>September / October</b>	The umbrella organisation informs the affiliated associations about the regulations and the procedure	
<b>15 October</b>	The extract from the Chamber of Commerce must show that the board member was registered on this date	Associations
<b>1 November</b>	Associations provide information of the association to the umbrella organisation before 1 November: <ul style="list-style-type: none"> <li>• Extract from the Chamber of Commerce, showing who is registered as a board member on 15 October and which of them are Fontys students</li> <li>• Articles</li> <li>• Code of Conduct</li> <li>• Declaration of the number of paying members as of October 15, signed by the chairperson</li> </ul>	Associations
<b>15 November</b>	Umbrella organisation provides information of the associations to the Board membership grants Committee before 15 November	Umbrella organisation
<b>February</b>	Submission of individual applications for grants	Students
<b>April</b>	Feedback on association info to the umbrella organisations	Board membership grants committee
<b>mid-May</b>	Feedback on provisional decisions to umbrella organisations	Board membership grants committee
<b>end of May</b>	Sending final decisions to students	Board membership grants committee



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July	Payment of grants to students	Board membership grants committee
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This chapter explains the actions to be expected from all parties involved:

1. The umbrella organisation board is the point of contact for both the Board membership grants Committee and all student organisations affiliated with the umbrella organisation. In this capacity, the umbrella organisation board is responsible for:
  - Appointing and making known a contact person (name, position, telephone number and email address) to both the secretary of the Board membership grants Committee and the student organisations affiliated with the umbrella organisation;
  - Participation in the annual network meeting in September where the Board membership grants procedure is explained by the Board membership grants Committee.
  - Every umbrella organisation provides a list of all associations that it represents. This list must be submitted by each umbrella organisation board to the secretary of the Board membership grants Committee no later than 30 September.
  - Communication directed towards the affiliated student organisations about the procedure and working method to be followed for applying for grants following the network meeting in September;
  - Correct and complete provision of the mandatory documentation from the affiliated student organisations to the Board membership grants Committee. In concrete terms, this means that every student organisation must provide the following documentation. Only when all documents are available is the application complete and it can be submitted by email **as a single document (PDF)**. Separate documents for an application will not be processed!
  - A careful administrative transfer with attention to the Fontys procedure for board membership grants.
2. Only students who were reported by the umbrella board no later than 15 November as fulfilling a board position can apply for an individual application for grants.

The applications for board membership grants are submitted by the student at an individual level to the secretary of the Board membership grants Committee by means of a digital application form that is published [here](#) in the month of **February**. After submitting the application, an automatic confirmation of receipt will be sent by email (no confirmation = no application!).  
No grants applications will be handled after February.
3. During the period from March to May, the secretary of the Board membership grants Committee checks whether the information supplied by the student organisations meets all the conditions. An overview of submitted individual administrative scholarship applications is also drawn up. Every umbrella organisation board receives feedback on this in April.

During the period from March to May, the Board membership grants Committee checks whether the individual scholarship applications submitted meet the conditions. Every umbrella organisation board receives feedback on the intended decisions at the end of May. Without notice to the contrary, the students will be informed in writing about the definitive decisions immediately after the response deadline of one week. The board membership grants are paid out in mid-July.

## CHAPTER III - STUDENT ORGANISATIONS THAT WANT TO APPLY TO THE FONTYS UMBRELLA ORGANISATION

### 1. Conditions

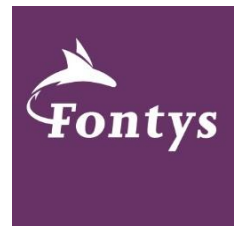
*The student organisation:*

- Is not affiliated with recognised umbrella organisations;
- Is not a Fontys study association;
- Has followed the steps based on the Regulations and the procedure to obtain an assessment for this category;
- Is registered with the Chamber of Commerce as an association with full legal capacity, with the current board members always being registered.

Every year, the Board membership grants Committee assesses, based on the criteria (Article 9 of the Regulations) and documents to be provided (see Schedule), whether the board members of the association qualify for submitting an application for board membership grants for the relevant academic year.

*The student (Article 11):*

- Is registered as a student during the period in which they have a board position;
- Waives claims for graduation support;
- Does not receive any compensation from the institute or third parties for the board position;
- Is registered with the Chamber of Commerce as a board member on 15 October of the academic year for which board membership grants is being applied for.
- Submits an application for board membership grants themselves.



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## 2. Valuation

If these conditions are met, board membership grants can be applied for.

*Association:*

The table below shows the valuation of a board member, based on the size of a student organisation. The scale is based on the number of members who pay the membership fee on reference date 15 October of the current academic year:

<b>Large (300 members or more)</b>	<b>Medium (100-299 members)</b>	<b>Small (35-99 members)</b>
<b>Amount per board member</b>	<b>Amount per board member</b>	<b>Amount per board member</b>
<b>€2,000</b>	<b>€1,200</b>	<b>€600</b>

*Foundation:*

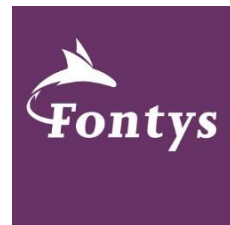
If a board member of a foundation qualifies, it will be facilitated as a small association.

### 3. Schedule and method

Deadline	Activity	Person responsible
September	Sign up to be assessed under this category	
September	Online meeting procedure for the Fontys board membership grants	Board membership grants committee
1 November	<p>Associations and foundations provide information of the association to the Board membership grants Committee</p> <ul style="list-style-type: none"> <li>• Extract from the Chamber of Commerce, showing who is registered with the Chamber of Commerce as a board member on 15 October and which of them are Fontys students</li> <li>• Articles</li> <li>• Code of Conduct</li> <li>• Annual plan, including activities in three areas: Activity 1: Social activities Activity 2: Activity 'Student development' Activity 3: Activity 'Society'</li> <li>• Declaration of the number of paying members on 15 October, signed by the chairperson.</li> </ul>	Association:
December	Feedback as to whether association/foundation meets the criteria for this category	Board membership grants committee
February	Submission of individual applications for grants	Students
May	Sending final decisions to students	Board membership grants committee
July	Payment of grants to students	Board membership grants committee

This chapter explains the actions to be expected from all parties involved:

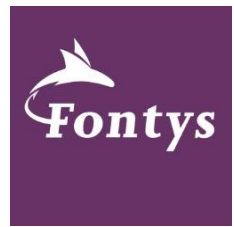
1. The Board membership grants Committee is the point of contact for the student organisations that want to submit an application for the board membership grants in the academic year under the Fontys umbrella organisation. You can register for this in September via the email address of the Board membership grants Committee.
2. An online information session is organised in September.



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3. In November, the secretary of the Board membership grants Committee checks whether the information provided by the student organisation meets all criteria and whether the organisation can be included in the umbrella organisation; in case of doubt, they consult the Board membership grants Committee.
4. Only students of associations who received a positive decision in December to submit an application under this category can submit an individual application for grants.
5. The applications for board membership grants are submitted by the student at an individual level to the secretary of the Board membership grants Committee by means of a digital application form that is published [here](#) in the month of February. After submitting the application, an automatic confirmation of receipt will be sent by email (no confirmation = no application!). No grants applications will be handled after February.
6. During the period from March to May, the Board membership grants Committee checks whether the individual scholarship applications submitted meet the conditions.
7. The board membership grants are paid out in mid-July.



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# ANNEXES



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## **Annex 1: Annual plan format**

The study associations within Fontys University of Applied Sciences are obliged to draw up an annual plan at the start of the academic year. This serves to demonstrate their ambition as an association for the new year and contributes to further professional development.

A format for this can be found at Fontys connect (portal) Representation and participation:

NL: [Handige documenten & formats \(fontys.nl\)](#)

ENG: [Useful documents & formats \(fontys.nl\)](#)



## Annex 2: Summary of activities of study associations

Activity 1 Area: 'Social activities'  
 Activity 2 Area 'Student development'  
 Activity 3 Area 'Study program'  
 Activity 4 Area 'Field of work/Society'



*If 4 unique activities, 1 up to 4, are organised, the association is entitled to €4,000.*

Activity 5 Area 'Student development'  
 Activity 6 Area 'Study program and/or Field of work/Society'



*If 6 unique activities, 1 up to 6, are organised, the association is entitled to €6,000.*

Activity 7 Area 'Study program'  
 Activity 8 Area 'Field of work/Society'



*If 8 unique activities, 1 up to 8, are organised, the association is entitled to €8,000.*

### Example:

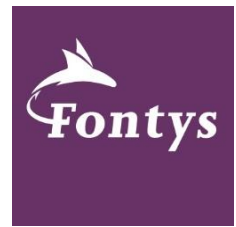
Activity information				Relates to area(s):			
No.	Title of activity	Type of activity	Date	Student development	Study program	Field of work/society	Social activity
1	Jungle party	Theme party	02/09/2021				X
2	How to find your dream job	Masterclass skills	10/11/2021	X			
3							
4							
<i>If activities 1 up to 4 are organised in accordance with the guidelines set out in the Regulations, the association is entitled to €4,000</i>							
<b>May: conforms yes/no</b>							
5							
6							
<i>If activities 1 up to 6 are organised in accordance with the guidelines set out in the Regulations, the association is entitled to €6,000</i>							
<b>May: conforms yes/no</b>							
7							
8							
<i>If activities 1 up to 8 are organised in accordance with the guidelines set out in the Regulations, the association is entitled to €8,000</i>							
<b>May: conforms yes/no</b>							

Activity information		Relates to area(s):			
No.	Type of activity	Student development	Study program	Field of work/society	Social activity
1	Minors information market		x		
2	Open days		x		
3	Theme lecture/speaker from field of work			x	
4	Masterclass skills	x			
5	Internship recruitment activity		x	x	
6	Company visit			x	
7	Educational trip	x	x		
8	Study program introduction		x		x
9	Debate	x			
10	Members' weekend				x
11	Study trip	x	x	x	
12	Activity for society Such as charity campaign	x		x	
13	(Theme) social hour				x
14	Beer cantus				x
15	Pub quiz				x
16	Symposium/conference	x	x	x	
17	Alumni activity		x	x	x
18	Company days			x	
19	(Theme) parties				x

A format for this can be found at Fontys connect (portal) Representation and participation:

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ENG: [Useful documents & formats \(fontys.nl\)](#)



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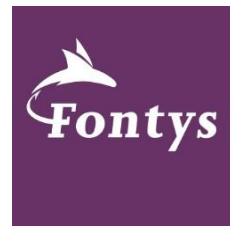
## Annex 3: Different distribution, study associations<sup>2</sup>

We, the undersigned, declare that the board membership grants for the entire academic year will be distributed as follows:

Name of board member	Student no.	Percentage	Signature of board member	Date of signature	Date signature

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<sup>2</sup> You only need to submit this if it is different than pro rata (equally divided among the board members).  
THIS ANNEX DOES NOT HAVE TO BE USED YET IN ACADEMIC YEAR 2021/2022,  
DOES NOT APPLY



## Annex 4: Guide to drafting a Code of Conduct

One of the conditions for a successful application for board membership grants is that the board submits a Code of Conduct established and signed by the entire board. This Code of Conduct comprises the rules with which the members must comply. The board undertakes to ensure that members comply with this Code.

The rules that Fontys students must adhere to can be found in the Fontys University of Applied Sciences Student Charter and related annexes. Out of those annexes, the Undesirable Behaviour Scheme of Fontys University of Applied Sciences is of particular importance, as are the Fontys House Rules, Mandatory Measures and Integrity Code. These can be consulted at [www.fontys.nl/regelingen](http://www.fontys.nl/regelingen).

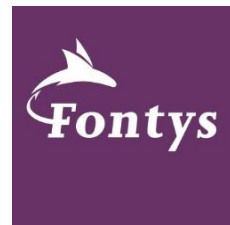
Additional COVID-19 measures can be found [here](#).

When drawing up the Code of Conduct, it would suffice to refer to these schemes and regulations, because they contain the rules of conduct, meaning that the student should behave in accordance with the values and norms that apply in society, such as befits a good student, whereby the student may not harm the good name of Fontys by acts or omissions, both within and outside Fontys (Article 32 of the Student Charter).

However, this is very generic and could cause interpretation problems. In addition to a reference to [www.fontys.nl/regelingen](http://www.fontys.nl/regelingen) we recommend including examples of undesirable behaviour in the Code of Conduct, for instance relating to substance abuse, intimidation, inappropriate behaviour, violence, and sexual harassment. You can also mention examples of desirable behaviour for your student organisation. For example, if you do odd jobs in a workshop with your association or if you go on a survival weekend with the members, you state that the board will ensure that the safety regulations are observed.

We expect violations of the Code of Conduct to be reported to the Board membership grants Committee. If the Board membership grants Committee receives signals about behaviour that are inconsistent with the regulations applicable to Fontys students and the Code of Conduct drawn up by your organisation, an investigation will be initiated. Appropriate action will be taken if necessary.

We trust that such situations will not arise.



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## **Annex 5: Guide to drawing up an annual report**

An annual report of the study association must be submitted to FPSA in accordance with the dates in the schedule. FPSA submits the annual reports to the Board membership grants Committee in accordance with the schedule.

The purpose of the annual report is to reflect on the past board year, reviewing the implementation of the intended activities in the activity plan.

We recommend drawing up a report after every activity and making arrangements in the board as to who will draw up the report. The annual report must be finalised by the final coaching moment, during which the annual report will be discussed, it will be clarified which activities took place during the year, and the summary will be supplemented.

Describe and illustrate the report with photos, videos, invitations, invoices, number of attendees, names of guest speakers, etc.

A format for this can be found at Fontys connect (portal) Representation and participation:

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ENG: [Useful documents & formats \(fontys.nl\)](#)