

## Grant scheme for DTU Sport

Updated & approved on 23 November 2017

DTU Sport has annual funds of max. DKK 200,000 for special costs and measures.

A club may apply for an amount of no more than DKK 20,000. Which clubs are granted the money depends on the margin of expenditure, the number of applications and the individual club's finances and needs. Grants are awarded in accordance with the below conditions and guidelines.

### 1. Requirements which must be met to apply for grants

- a. Approved club under the auspices of DTU Sport
- b. Conditions in "standard articles of associations" for clubs under the auspices of DTU Sport must be met, including the submission of accounts, budget, minutes from annual general meeting and list of members
- c. A reasoned application must be submitted including documentation for the amount applied for, e.g. an offer

### 2. Grants are awarded to cover

- a. Special costs in connection with tournaments or events
- b. Special costs in connection with a need for repairs or new acquisitions
- c. Reduction of membership fees for DTU students in cases where a club's operating expenses are so high that it causes increased membership fees. The grant is given as a supplementary grant of max. 50% of the membership fees
- d. 50 % of the costs of club outfits, however, max. DKK 500 per member on the condition that DTU Sport's logo is also printed on e.g. sleeve or chest. Printing of DTU club logo and numbers are included, but no grants are given for the printing of own personal club logo and similar

### 3. How grants are awarded

- a. Grants are awarded based on a reasoned application and an audited profit and loss account for the previous financial year, and they are thus granted based on an overall assessment of the club's operations and finances
- b. Grants are decided and determined in a business committee comprising the secretary, the chairperson and the DTU President's appointee on the DTU Sport board
- c. The application must be sent to **sport@dtu.dk no later than May 1 at 2 p.m.**
- d. Decisions on grants awarded for the year are usually made during the first week of May
- e. Decisions on awarded grants may under special circumstances be made at other times than the above-mentioned, (e.g. 2d) if there are any funds left. However, DTU Sport does not consider any applications in November and December
- f. The business committee accounts for all applications for grants – both the ones awarded, and the ones turned down – at the next board meeting

### 4. Payment of grants

- a. As a general rule, grants are paid out in May, immediately following the decision on who they are awarded to
- b. Grants may extraordinarily be awarded to be paid at other times if there are special circumstances

### 5. Accounts

- a. Grants from DTU Sport must be included as a separate line item in the club's financial accounts including a note on what the grant has been used for