

# Grant policy OZSW study groups

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*The OZSW intends to make available €5.000 annually to support activities of OZSW study groups. At present (October 2014), there are 18 OZSW study groups, and more study groups may be established in the future. What follows is a procedure to divide the money fairly and transparently among the different study groups.*

Study groups that are interested in receiving support for an activity can submit a proposal to the 'voorzittersoverleg' (Management Team) of the OZSW. The OZSW would like to see funding requests that have some real added in terms of academic content, for example inviting a foreign speaker for a seminar. Although costs for coffee/tea/lunch may be part of the proposal, it should not only consist of a request to pay for lunch for a regular meeting of the group. The following applies:

- **There will be two deadlines each year: 15 January, and 1 October.** The office of the OZSW will remind study group coordinators about these deadlines at least 1 month in advance. The OZSW aims to make its decision known within 2 weeks after the deadline (but certainly within 4 weeks).
- **The maximum amount available per study group / activity is €500.** For each round, the OZSW has €2.500 available. If this money is not used up in the first round of the year, it will be forwarded to the second round. If 2 groups work together on an activity, they can submit a joint proposal for €1000, if 3 groups work together they can submit a joint proposal for €1500 (etc.).
- **A group needs to have organized at least 1 activity without financial OZSW support before it can submit a proposal.** This is to prevent the formation of ad-hoc groups with the aim of becoming eligible for OZSW support for a one-off activity.
- **The group needs to meet the OZSW guidelines**, e.g. the majority of the group needs to be an OZSW member.
- **Each study group can submit only 1 proposal per year.** The proposal needs to be submitted by the coordinator of the OZSW study group, by mailing it as an attachment to [secretariaat@ozsw.nl](mailto:secretariaat@ozsw.nl). The OZSW assumes that the coordinator will have discussed possible activities with the group's members, so that the proposal has wide support within the group.
- **The following primary selection criteria will be used** if the OZSW receives proposals for a larger amount of money than is available:
  - Whether the group has previously received financial support from the OZSW
  - The reasonableness of the costs (please plan your budget with an awareness of limited funds being available)
  - The quality of the proposals (including motivation)
  - A balance between different OZSW sections / philosophical approaches in the final portfolio of proposals that receive funding
- **The following conditions apply to organizing the activity:**
  - As with all study group meetings, the activity will take place at one of the participating universities, which is to offer lecture halls and rooms for free. The OZSW support may not be used for venue costs.
  - The activity is of an academic nature. This means that activities primarily aimed at a non-academic audience are not eligible for OZSW support.
  - Within 1 month after the activity, the organizer needs to provide a declaration of the costs to the OZSW, supported by receipts.
  - The OZSW study group needs to be mentioned as the (co)organizer in any communication on the activity, and the OZSW financial support needs to be acknowledged.
- **Proposals (max.1.5 A4) will need to meet the following formal criteria:**
  - Name of the organizing OZSW study group
  - Contact person
  - Short description of the activity
  - Short motivation / description of the added value for the group
  - Intended date for the activity
  - Expected number of participants (+ short explanation of the basis of that expectation)
  - A budget for the activity as a whole