

Policy plan Stichting Toekenningen 2020-2021

Introduction

In front of you lies the policy plan of the 20th board of Stichting Toekenningen. In contrast to the previous years, we decided to restructure the policy plan as a running story, rather than just keywords. On the one hand, this aims to provide clarity for the board regarding the foundation's policies. On the other hand, it helps to make the goals and policies of the foundation be transparent for external parties. Plus, it aligns with the ongoing professionalization of the foundation. Furthermore, due to hindrances that the corona crisis brings, it deems necessary to deviate on certain points from the Stichting's current policies, which is considered justified under current circumstances.

First of all, this policy plan outlines the role the Foundation aims to execute in the upcoming year which is characterized by the Covid-19 crisis. After this, the policy plan continues with the goals that the board has set up for itself. Finally, the policy plan ends with the division of tasks within the board.

Stichting Toekenningen in times of corona

Next year will be a unique year in the history of Stichting Toekenningen. All student initiatives are influenced by the limitations resulting from the corona crisis. This results in difficulties for student initiatives because, for example, locations are larger and thus, more expensive because of the one and a half meter rule. In addition, difficulties regarding sponsors may occur because of the economic damage of the crisis. Finally, events will often take place digitally in order to provide the students who are not located in Amsterdam the full student experience.

For the upcoming academic year, it is Stichting Toekenningen's goal to make sure that as many student initiatives as possible succeed, despite the corona crisis. Student associations that have deficits because of disappointing revenues or increasing costs can appeal to the foundation to make certain activities possible. This way, the foundation aims to stimulate a rich student life. In addition, the foundation aims to stimulate creative and innovative initiatives that adapt to the current circumstances.

More concretely, this policy results in the following adjustments to our criteria:

● **The activity no longer needs to take place in Amsterdam, but it may also be organized digitally by UvA students exclusively.**

Clarification: UvA students who are staying abroad or elsewhere in the Netherlands also have the right to a rich student life. So, the requirement that the activity must have a connection with the UvA remains relevant. However, the activity mustn't necessarily take place physically in Amsterdam. Obviously, it still must have a clear connection with the University of Amsterdam.

● **Activities with the aim to enhance social cohesion within the UvA student community are also potentially subject to subsidies.**

Clarification: Normally, an activity may not primarily have a social purpose. However, the creation and preservation of social cohesion within the student community of Amsterdam can be considered a big challenge given all the limitations. That is why Stichting Toekenningen also supports events that contribute to this social cohesion. The requirement that the activity is accessible and relevant for everyone remains relevant though. Thus, activities aimed at promoting social cohesion within one specific student association are not eligible for funding. In addition, the organizing party must have a

clear plan on how the activity contributes to social cohesion. So, festivities or parties are not subsidized.

● **The activity must take place in accordance with the RIVM guidelines at hand and in consultation when 'physically' with the security region (municipality of Amsterdam, GGD and the Security Officer of the UvA).**

Clarification: *Stichting Toekenningen is aware of the risks regarding the corona crisis and is keen on preventing a corona outbreak at a (co-)subsidized activity. In the event that there are doubts about how the guidelines will be respected, Stichting Toekenningen may inquire how the organizing party aims to comply with the guidelines before granting the subsidy.*

General goals of the board

Professionalization

In recent years, the foundation has been professionalized by, for example, the digitalization of all applications and the amendment of the articles of association. It is a goal to continue this trend of professionalization. Concretely, the board has set the following goals:

● **Professionalization of promotion.**

Clarification: *Stichting Toekenningen aims to make the promotion more uniform and professional by, for example, displaying the corporate identity and logo more frequently. However, there should also be some room for more informal promotion, such as pictures of the board.*

● **Strengthening the control on finances and administration.**

Clarification: *at the moment, there is little supervision over the administration and finances of the foundation. We are still speculating on how to tackle this problem. One possibility is the establishment of an Audit Committee.*

● **Improving certain digital processes**

Clarification: *we aim to improve the effectiveness and clarity of the website. Also, we will focus on the digital security of our (sensitive) data, where the data is in line with the GDPR.*

Visibility and accessibility

Our goal is to be as visible and accessible as possible for potential applicants. This also includes the fact that we insist on communicating clearly about the changes in our policy due to the corona crisis. Concretely, we aspire to at least do the following:

- Write the policy plan in a more narrative form and make it digitally accessible.
- Simultaneously with the start of the academic year, we want to send an e-mail to all associations in order to inform them about what they can expect from us in the upcoming academic year.
- Paid promotion on social media at the start of the academic year regarding our plans for the upcoming corona year to reach as many people as possible.
- Professionalization of promotion.
- Attend as many constitution drinks as possible, while taking into account the RIVM guidelines.

Division of labour

Collectively

- Managing Facebook and Instagram.
- Managing the e-mail correspondence.
- Keeping up to date with the measures taken by the RIVM, the government and Safety Regions etc. with regard to Covid-19.
- Reviewing requests for meetings.
- Increasing awareness of the foundation among the student community of the UvA:
 - Visiting boardrooms (if possible)
 - Visiting constitution drinks
 - Mailing associations at the start of the academic year
- Raising awareness through other channels:
 - Toiletpapers
 - Posters
 - Paid social media promotion
- Keeping an eye on the inbox.
- Keeping an eye on deadlines:
 - People submitting their request on time (4 weeks before the event)
 - Realizations are handed in on time (3 months after the event)
 - Do we respond quickly enough?

Chair

- Preparing the meetings:
 - Reserving a room at Crea
 - Setting the agenda
 - Planning meetings
- Keeping an eye on the broad outlines of the promotion.
- Managing the association's external relations with, for example, Student Affairs and the ASVA.
- Ultimately responsible for the policy plan, half-yearly report and annual report.

Treasurer

- Responsible for the appliance of subsidies at the UvA.
- Keeping an overview of Stichting Toekenningen's financial health.
- Responsible for the final payment of the subsidy and therefore also:
 - Contact after approval of realization
 - Managing the correct transactions
 - Contact the other party if the final financial report is unclear or if the receipts are incorrect.
- Ultimately responsible for the management of the website.

Secretary

- Records of the meetings:
 - Taking records and keeping track of action points during the meetings
 - Drawing up records after the meetings
- Updating/maintaining drive:
 - Dropping new requests into its respective folders
 - Keeping track of backup on external disk

- Keeping track of the status file
- Ultimately responsible for the mail which includes:
 - General contact for inquiries
 - Contact in case of problems with the requests
 - Contact about promotion: send PNG file with logo, point out usage of Facebook and Instagram regarding promotion