

REGULATIONS

Subsidy regulations

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CHAPTER 1. DEFINITIONS

AV: The 'Algemene Vergadering' or General Assembly of LOKO.

Double subsidization: Applicants for a subsidy cannot claim a subsidy twice on the same ground. For example, recognized associations cannot claim non-profit and operating subsidies when their association is already claiming a similar subsidy from an educational institution, KU Leuven Student Council (Studentenraad), a political party they are a youth division of, a company or other sponsor. The same costs in a project subsidy cannot be covered by two subsidizers/sponsors. General sponsorship of an event - so not to cover specific costs - may not count as double subsidization, but as general income. This will be evaluated by the subsidy commission case by case.

Free association: A student organization that is not a 'kring' and consists of people who share a common interest or hobby.

- **Political free association:** A free association affiliated with a political party is defined by the subsidy commission as a 'political free association'.

Insurance subsidy: Subsidy with which LOKO wants to intervene in the costs of the director's liability insurance of 'kringen' and recognized free associations, possibly capped and supplemented with another insurance cost.

'Kringen': A 'kring' (or circle) is a campus-based association that represents the local interests of the student, among others in LOKO, as defined in Art. 2, 3° of the participation regulations of LOKO.

'Kring' umbrella association: An organization that represents the students of different, usually content-related, study programs, as defined in art. 2, 6° of the participation regulations of LOKO. When a new umbrella association wants to claim subsidies, it has to pass the LOKO AV once.

Leuven student: A student studying at a Leuven higher education institution (KU Leuven, UCLL and Luca Lemmens). PhD students are not included in Leuven students.

Non profit subsidies: Collective name for the subsidy Belgian Official Gazette and insurance subsidy.

Operating subsidy: Subsidy with which LOKO wants to support 'kringen' and recognized free associations in existing costs that incur in their operation.

Project subsidy: Subsidy that any organizer of an event, campaign or project can apply for any of those categories.

- **Small project subsidy:** A project where a subsidy of strictly less than 1,000 euros is requested.
- **Big project subsidy:** A project where a subsidy of 1,000 euros or more is requested.

Recognized event: A recognized event is an event that meets the following conditions:

- has a cultural, educational, sport-related or similar added value; It is unique and an enrichment for the Leuven student life;
- aimed at Leuven students;
- open to the public through sufficient promotion so that it is not a 'closed' event reaching only a selective audience;
 - sufficient promo is defined as at least a public event on Facebook or a post on a public Instagram page;
 - Is to be communicated bilingually of which on language is at least English;

- unless the activity is of that nature that it can only be done in one language. Than the description of the event has to at least mention in English 'this event will be held in dutch';
- accessible to every Leuven student;
 - everyone is allowed to participate and no participants may be deliberately refused at the start of the event;
 - no priority to members of the organization;
 - the same entrance fee applies for members as for non-members;
- is not profitable, including subsidies;
- is, if political, pluralistic;
- *is not mainly aimed at recruiting members;*
- *not organized in collaboration with other associations.*

⇒ These conditions align with the conditions of projectsubsidies with the exception of the latter two in *cursive*

Recognized free association: A free association that has gone through the recognition procedure and which, after positive assessment, has been accepted by LOKO to be able (among other things) to apply for an insurance subsidy, a subsidy Belgian Official Gazette and an operating subsidy, to gain access to free reservations of KU Leuven rooms, and to make use of the LOKO rental service and several rental services of the city Leuven for free/at lower rates.

Recognition: The act in law where the free association is accepted by LOKO to be able (among other things) to apply for an insurance subsidy, a subsidy Belgian Official Gazette and an operating subsidy, to gain access to free reservations of KU Leuven rooms, and to make use of the LOKO rental service and several rental services of the city Leuven for free/at lower rates.

- **Preliminary supporting recognition:** A limited form of the standard recognition for free associations, who apply for recognition but have not yet had the opportunity to organize sufficient recognized events. The association otherwise fully meets the requirements of standard/support recognition. This recognition runs for one year and excludes application for operating and non-profit subsidies.
- **Supporting recognition:** A limited form of the standard recognition for political free associations. This recognition lasts as long as a standard recognition, but excludes application for operating and non-profit subsidies.
- **Standard recognition:** Recognized free associations are able (among other things) to apply for an insurance subsidy, a subsidy Belgian Official Gazette and an operating subsidy, to gain access to free reservations of KU Leuven rooms, and to make use of the LOKO rental service and several rental services of the city Leuven for free/at lower rates.

Student association: An association whose primary audience is "students." (See also: Youth association)

Subsidy Belgian State Gazette (Belgisch Staatsblad): Once a year, the filing of a change of administration and/or amendment of the articles of 'kringen' and recognized free associations with the company court is fully reimbursed.

Subsidy commission: The body in which members of LOKO, free associations and 'kringen' are represented in equal numbers. The subsidy commission is authorized by the LOKO AV to discuss and vote on subsidy applications. The subsidy commission is chaired by the services and support coordinator (or

alternate representative of the LOKO Executive Board (Dagelijks Bestuur)) and the general manager (or alternate representative from LOKO Executive Board) is supervisor. Both have no vote at the meeting and are neutral.

Subsidy tool¹: Application on LOKO's website that allows one to submit a recognition or subsidy application.

Youth association: An association whose primary audience is "young people," which may include students. (See also: Student association)

¹ This tool is not currently available. As soon as it becomes available, it will be put into use immediately.

CHAPTER 2. GENERAL TERMS

2.1. Aim

These subsidy regulations discuss and establish the following:

- some definitions regarding recognitions and subsidies;
- the subsidy commission:
 - its composition;
 - the frequency of meetings.
- the recognition of a free association (to be able to claim non-profit subsidies and operating subsidies, among other things);
- the different types of subsidies that can be applied for at LOKO:
 - subsidy Belgian State Gazette for 'kringen' and recognized free associations;
 - insurance subsidies for 'kringen' and recognized free associations;
 - operating subsidies for 'kringen' and recognized free associations;
 - project subsidies for LOKO, 'kringen', free associations and Leuven student initiatives.
- possible sanctions for violations.

The applicant is expected to always consult the latest version of the subsidy regulations. This can be found at: <https://www.loko.be/nl/diensten-ondersteuning/subsidies>.

2.2. Operation of the subsidy commission

The subsidy commission makes decisions on the recognition of free associations, the granting of insurance subsidies, Belgian Official Gazette subsidies, operating subsidies and small project subsidies. The decisions of the subsidy commission are always sent along as a report to be approved by the LOKO AV.

The subsidy commission makes a recommendation to the LOKO AV for big project subsidies.

The LOKO AV has the authority to appeal the decisions of the subsidy commission (see [Chapter 5. Sanctions](#)).

Composition of the subsidy commission

The subsidy commission is composed, in equal numbers, of 4 voting members from LOKO, 4 voting members delegated from the Leuven 'kringen' and 4 voting members delegated from free associations recognized by LOKO. The aim is to delegate only one person per 'kring' or free association. If there is no complete subsidy commission by October 1, it is allowed to delegate two persons from the same free association or 'kring'.

The voting members of LOKO are delegated by the Executive Board. In order to provide sound advice, an attempt is made to delegate one person each from LOKO's various fields of interest (culture, sport, international, events, communication and/or social).

The members of the 'kringen' and free associations are elected by the LOKO AV.

The meeting can only take decisions when at least one voting member of each section (LOKO, 'kringen', free associations) is present. Consultation with the subsidy committee can also take place via online chat. In that case the members are always given at least two working days in which to submit their comments.

The subsidy commission is chaired by the services and support coordinator (or alternate representative of the LOKO Executive Board), with the finance staff member acting as secretary. Together with the general

manager (or alternate representative of the LOKO Executive Board), they serve on the subsidy commission as observers and have no vote.

Frequency of meetings

The subsidy committee tries to meet every three weeks. During vacations, exam and study (blok) periods, the committee does not meet and subsidies are not processed. This does not affect the deadlines for applying for a subsidy, which still apply and the applicant should take them into consideration. Generally, only the applicant is responsible for ensuring that an application is submitted on time, for the applicant's own planning and for that of the subsidy commission.

2.3. Size and distribution of subsidy funds

Each operating year, the amounts to be allocated for subsidies are set at the LOKO AV, when the LOKO budget is approved. If there are more applications than expected and the limit amounts of the subsidy funds (determined with the approval of the general budget by the LOKO AV) are therefore exceeded, there are several possible solutions:

- Option 1: The requested amounts are all rescaled equally. They are then reduced in percentage terms until the maximum is reached.
- Option 2: New applications are denied.
- Option 3: The LOKO budget is adjusted based on the needs. That decision is made by the LOKO AV.

CHAPTER 3. RECOGNITION

Student associations from Leuven can be recognized by LOKO under certain conditions.

In order to claim Belgian Official Gazette subsidies, insurance subsidies and operating subsidies, the organization must be a 'kring' or recognized free association by LOKO. For project subsidies (see [4.4. Project subsidy](#)), recognition is not required.

'Kringen' and recognized free associations also gain access to free reservations of KU Leuven rooms, and to the LOKO rental service and several rental services of the city Leuven for free/at lower rates.

3.1. Application

Associations that are not a 'kring' must have their recognition renewed every three years, but this duration may be waived by the subsidy commission. 'Kringen' are automatically recognized.

Besides the standard recognition, LOKO can also approve a (provisional) supporting recognition. The provisional supporting recognition of 1 year has to be approved by the subsidy commission and applies mainly to (re)starting small associations. The supporting recognition lasts as long as a standard recognition (3 years). It applies to political free associations. Both types exclude the application for operating subsidies and non-profit subsidies.

The application for recognition can be submitted by handing in a filled-in template (available through the website), the supporting documents of the activities and of the operation of the association (see [3.3. Proof](#)) to subsidies@loko.be. The use of the LOKO template is mandatory.

Recognition by LOKO requires that the following conditions, at a minimum, are met. The association applying for recognition:

1. must identify as a Leuven student association, i.e. be oriented to Leuven students.
2. is open to all Leuven students.
 - open as in both for local and international students in the form of accessible, bilingual communication (of which one language is at least English) and accessible to both KU Leuven students and UCLL and LUCA students.
 - open as in at least a public event on Facebook or a post on a public Instagram page, and in terms of promotion not limited to a restricted group.
3. makes no difference between students who want to become members of the requesting recognized association or not (no financial threshold)².
4. must not make profits.
5. is active and has organized at least two recognized events.
6. works actively and objectively on their membership recruitment.
7. respects the regulations of posters on KU Leuven premises³.
8. has a goal that is in line with the general principles expressed by LOKO.

² Membership fees are allowed, as long as members get at least as many benefits from membership as they paid for it. This can be through (discounted) events, obtaining material possessions of the free association, team building, ... Things that are not acceptable are supporting the operation with these membership fees, providing exclusive activities (which an ordinary member of the association cannot attend), channeling these funds to other departments of the association or saving this money. In addition, there should be no uncertainty about profit from membership (e.g. buying shares), nor should the benefit of membership be obtained through discount on alcohol in a bar.

³ https://kennisdatabank.loko.be/index.php/Posters_plakken

9. signs and defends the hazing charter. Every recognized association must sign the hazing charter.
10. endorses human rights (European Convention on Human Rights) and anti-discrimination legislation.
11. strives to promote coexistence with the inhabitants of Leuven.

3.2. Deadlines

The deadline for an application for recognition is April 1. A reapplication for recognition must be submitted in the second semester of the last recognition year by April 1. If the deadline has passed, a new application for recognition cannot be made until next academic year.

3.3. Proof

The association wishing to be recognized must enclose the following supporting documents with a reasoned letter:

- Evidence of at least two public activities in the past 365 days that it has organized itself without collaboration with other associations.
- Evidence of the operation of the association such as the statutes, internal regulations or other form of structure.
- A description of the operation of the association.
-

3.4. Renewal of registration

LOKO will notify associations during the second semester before the academic year in which their recognition expires when their recognition needs to be renewed.

3.5. Sanctions

Associations may be removed by LOKO from the list of recognized associations (see [Chapter 5. Sanctions](#)).

3.6. Appeals for the associations

Associations may appeal for rejection of their application for recognition and for cancellation of their recognition. This is done via email to subsidies@loko.be. This is brought forth at the LOKO AV, where a final decision is made (see [Chapter 5. Sanctions](#)).

CHAPTER 4. SUBSIDIES

4.1. Subsidy Belgian Official Gazette

With the 'subsidy Belgian Official Gazette, LOKO wants to encourage all associations in Leuven to adopt a non-profit structure, by financially intervening in this aspect of the fixed costs of the association.

4.1.1. Application

To apply, the association must be recognized by LOKO (see [Chapter 3. Recognition](#)) and have the legal form of a non-profit organization. The application is submitted annually through a filled-in template (available through the website) and the associated proof (see 4.1.3 Proof) by sending the evidence to subsidies@loko.be. The use of the LOKO template is mandatory.

4.1.2. Deadline

The subsidy for the publication can be applied for by May 1.

4.1.3. Proof

In order to claim the subsidy, we ask you to submit a copy of the stamped deposit or proof of payment of the deposit by May 1. These documents may be no more than 365 days old on May 1 of the academic year in which the application is submitted.

4.1.4. Amount

This subsidy is equal to the cost of one deposit per association for publication in the Belgian Official Gazette per year, as known at the time the deposit is made. We use the price of the Belgian Official Gazette (https://www.ejustice.just.fgov.be/tsv_pub/tarif_n.html). If the LOKO-recognized free association adopts a non-profit structure, the cost of incorporation instead of the change of directors or amendment of the articles of association is reimbursed once.

4.2. Insurance subsidy

With the 'insurance subsidy', LOKO wants to encourage all associations in Leuven to adopt a non-profit structure, by financially intervening in this aspect of the fixed costs of a non-profit structure. With the insurance subsidy, LOKO wants to encourage 'kringen' and free associations to take out a director's liability insurance⁴. The insurance subsidy is aimed at reducing this specific cost, capped at €300. If an association has a cost of less than €300 for a director's liability insurance, the remaining amount can be used to cover other mandatory insurances.

Be aware that one can only be granted an insurance subsidy for, in the first place, a director's liability insurance.

4.2.1. Application

To apply, the association must be recognized by LOKO (see [Chapter 3. Recognition](#)). The application is made annually by filling in the template (available through the website) and the associated proof (see 4.2.3 Proof) to subsidies@loko.be. The use of the LOKO template is mandatory.

4.2.2. Deadline

The deadline to apply for the insurance subsidy is May 1.

4.2.3. Proof

A copy of the paid insurance policy and proof of payment of the insurance policy, which is no more than 365 days old on May 1 of the academic year in which the application is made, must be submitted as proof no later than May 1.

4.2.4. Amount

LOKO reimburses up to a maximum of €300 per year for directors' liability insurance.

Reimbursement of directors' liability insurance for 'kring' umbrella bodies can be done in two ways. Either the umbrella body applies separately, or it may exceed the limit of €300 to the extent that the total amount reimbursed does not exceed €300 multiplied by the number of 'kringen' it covers +1. In the light of the ban on double subsidization, when a choice is made for a director's liability insurance through the umbrella organization, no reimbursement can be claimed for each 'kring' that falls under this umbrella separately.

⁴ More information on insurance for circles and associations, can be found on the LOKO 'kennisdatabank' (only in Dutch) database: https://kennisdatabank.loko.be/index.php/Main_Page

4.3. Operating subsidy

With the operating subsidy, LOKO wants to intervene in existing costs that 'kringen' and free associations have to make in their operations. A general application is made at the beginning of the academic year.

4.3.1. Application

Every association recognized by LOKO submits an application each year through a filled-in template (available on the website) by sending it to subsidies@loko.be. It is mandatory to use the LOKO template.

An application has to be completed by the deadline in the second semester by sending the appropriate supporting documents (see 4.3.3 Proof).

4.3.2. Deadline

The deadline for applying for the full operating subsidy and the engagement application is December 1. All applications received between December 1 and May 1 will be limited to half of the total amount. No operating subsidy can be applied for after May 1.

4.3.3. Proof

At the end of the academic year, before June 15, the association must demonstrate that it has had an operation this academic year. The association does not have to submit supporting documents immediately upon application.

It is mandatory to use the LOKO template (available on the website).

For the full amount, this must be done by demonstrating publicity and providing supporting documentation of at least two recognized events. For half the operating subsidy, supporting documents are limited to at least 1 recognized event. Proof of publicity includes, at least: a public event on social media (as defined in [Chapter 1. Definitions](#): "Recognized event").

If the association has not submitted supporting documents by the deadline, it can no longer claim an operating subsidy for the following academic year. Instead, it can still apply for project subsidies that will be considered by the subsidy committee.

4.3.4. Amount

For determining the amounts, a distinction is made between 'kringen' and recognized free associations.

- **For 'kringen'**

There is a basic amount of 300 euro per 'kring' with an increase of 75 euro per extra vote (i.e. 75 euro multiplied by the number of votes minus one vote) at the AV of LOKO. If 'kringen' do not fulfill their commitment to LOKO's operation (participating in the AVsn WVs and the organization of all kinds of LOKO activities), their operation grant may be refused.

- **For recognized free associations and 'kring' umbrella organizations**

Standard application: The recognized free associations and umbrella bodies can apply for an operating subsidy of €100.

Engagement application: All recognized free associations and umbrella bodies can apply for an operating subsidy of €300 if they are willing to take on an additional commitment. The amount of this operating subsidy is equal to the allocated amount of the operating subsidy of the smallest 'kring'.

To increase the bond between the Leuven student associations and to involve free associations more in the functioning of LOKO, LOKO expects a minimum engagement from associations that submit an engagement request. This engagement can take different forms: participating in the organization of LOKO activities, helping out during LOKO activities... The expected engagement amounts to a minimum of 12 hours of engagement in LOKO activities, added up over activities throughout the entire academic year. The activities for which these engagement hours will be taken up will be agreed upon in mutual consultation. In case of non-compliance with the engagement hours, LOKO can choose in all reasonableness and fairness to reclaim the €300, not to accept any engagement request from the association in the coming year or only to accept an engagement request when the association has compensated the shortage of engagement hours.

4.4. Project subsidy

As an organizer of an event, campaign or project, you can also apply for subsidies for this specific project. You do not have to be a recognized association to do so.

Project subsidies can be applied for by:

- 'kringen' and umbrella organizations;
- free associations;
- emerging electoral teams (both 'lofploegen' and serious teams, with a maximum of 200 euros per team per academic year);
- Leuven students;
- LOKO.

The purpose of these project subsidies is to provide a thriving and diverse range of activities for all Leuven students.

4.4.1. Application

The application shall be submitted within the existing deadlines (see [Appendix: Deadlines](#)). This application may be submitted via email to subsidies@loko.be or via the subsidy tool (if available).

During vacations, exams and study (blok) periods, the committee does not meet and subsidies are not processed. This does not affect the deadlines for applying for a subsidy, which still apply and the applicant should take them into consideration.

At a minimum, the application must include, according to the template provided:

- a detailed description of the event;
- the planned time and location of the event;
- the full detailed budget, including an indication of where further subsidies are sought and any sponsors or other sources of income;
- the amount of money being requested;
- a mandatory estimate of the number of participants and the target audience.

The conditions an event must meet before being considered for a project subsidy, these are similar to those of recognized events (see 1. Definitions):

- has a cultural, educational, sport-related or similar added value; It is unique and an enrichment for the Leuven student life;
- is Leuven-wide⁵ and directed to Leuven students:
 - everyone is allowed to participate and no participants can be deliberately rejected at the start;
 - no priority is given to its own members
- The same entrance fee applies to both members and non-members, nor any other financial benefits are granted to members;
- open to the public through sufficient promotion so that it is not a 'closed' event reaching only a selective audience;
 - sufficient promo is defined as at least a public event on Facebook or a post on a public Instagram page;

⁵Exceptions to these conditions are anniversary activities of a 'kring'/free association. The subsidy commission can in some cases grant an exception to the fact that the activity must be Leuven-wide.

- Is to be communicated bilingually of which on language is at least English;
 - unless the activity is of that nature that it can only be done in one language. Then the description of the event has to at least mention in English 'this event will be held in dutch';
- is, taking into account all subsidies, not profitable⁶;
- is, if political, pluralistic;
- is not mainly aimed at recruiting members;
- mentions LOKO in its promotion:
 - Small project subsidies: it must be stated that the event is sponsored by LOKO through (one of the following options):
 - Event description,
 - Thank you post (preferably before, possibly afterwards in case of late allocation),
 - Mention of other sponsors (this option is mandatory if there are other sponsors),
 - Large project subsidies:
 - Mandatory 'sponsored by LOKO'- logo on all communication,
 - Mention in description,
 - Thank you post (preferably before, possibly afterwards in case of late allocation),
 - Alternative conditions can be obtained after contacting the communications officer of LOKO.

If a certain type of event is applied for too often, the subsidy commission may decide not to subsidize similar events in further applications. This is to ensure that we provide a thriving and diverse range of activities for all Leuven students. The following year, these events can be subsidized again, albeit at a lower amount.

4.4.2. Procedure and deadlines

Two types of project subsidies can be applied for. Both project subsidies have their own deadline and process. However, it is always recommended to apply for a project subsidy as early as possible.

4.4.2.1. SMALL PROJECT SUBSIDIES (APPLICATION FOR STRICTLY LESS THAN €1.000)

Deadline: No later than 21 days prior to the start of the project for which a subsidy is requested.

Process: The application will be processed and granted by the subsidy commission. Any member of the AV has the right at any time to request an overview of the subsidies approved by the subsidy commission.

Appeal: The applicant for the subsidy may always appeal the decision made, within two weeks of the announcement of the original decision. This appeal is then discussed at the AV, where an ultimate decision is made. This is done via email to subsidies@loko.be. This is brought forth at the LOKO AV, where a final decision is made (see [Chapter 5. Sanctions](#)).

4.4.2.2. BIG PROJECT SUBSIDIES (APPLICATION FOR €1.000 OR MORE)

Deadline: No later than 30 days before the start of the project for which a subsidy is requested.

Process: The AV decides on the subsidy of big project subsidies. The subsidy commission advises the AV by means of an annex to the case submitted to the AV.

The course of the AV's decision-making process is as follows:

⁶ If an event raises money for a good cause and in addition no profit is made by the organizer, an exception can be made. The subsidy commission decides on this on a case-by-case basis.

1) The subsidy commission reviews an application and provides a recommendation to the AV and any feedback to the applicant. All application documents and the advice are sent with the AV bundle, one week in advance, to all members of the AV.

2) Applicants come to the AV and present their project.

3) The AV discusses.

4) Then there are five standard options:

Option 1: Approve application in full: the AV stands behind the application in principle and approves the full amount.

Option 2: The application is postponed for the time being. The AV stands behind the project but adjustments need to be made for a vote. Proposals come from the AV to LOKO and LOKO lists them and provides feedback to applicants.

Option 3: The project is rejected because the AV does not support it in principle.

Option 4: The AV approves a lower amount.

Option 5: The AV sends the application back to the subsidy commission to process for an amount of €1.000 or less.

If option 2 is chosen, the association can amend its application. It is then required to contact the chair of the subsidy committee before the next AV. After that, they will get a retake at a next AV or if the adjusted amount becomes less than €1.000, the application will be brought to a next subsidy commission.

The applicant for the subsidy can always appeal the decision made, within two weeks after the original decision was announced. This is done via email to subsidies@loko.be. This is brought forth at the LOKO AV, where a final decision is made (see [Chapter 5. Sanctions](#)).

Awarded subsidies are paid out at the end of the activity (see [4.4.3.4. Proof afterwards](#)). However, in order to prevent people or associations from having to advance funds when the association does not have the means to do so, it is possible to request an advance payment from LOKO, which can be authorized by the general manager.

4.4.3. Additional provisions for project subsidies

4.4.3.1. CHEAPEST FORMULA

It is expected that the organizer will use the cheapest formula every time. The subsidy commission can ask for further explanation in case of a seemingly unrealistic cost estimate and can give negative advice on that basis.

Purchases of durable goods and equipment that the association can still use later will not be subsidized additionally.

These will be handled case-by-case by the subsidy commission.

4.4.3.2. MOST (ENVIRONMENTALLY) SUSTAINABLE FORMULA

LOKO favors environmentally sustainable options and will always take into account legislation on the subject of sustainability. Some examples:

- Ecological printing of physical promotional materials such as posters or flyers. LOKO can then decide to subsidize the extra cost compared to non-ecologically printed material.

- Green transport (such as public transport or (cargo) bike) instead of non-green transport (car or bus). If you have no other choice than car or bus, clearly state the reason in the application. This will allow the subsidy commission to decide to subsidize it or not.
- Furthermore, the subsidy commission will never subsidize single-use and disposable objects.

These will be handled case-by-case by the subsidy commission.

4.4.3.3. SUBSIDIES FROM OTHER PARTIES

Double subsidization

Applicants for a subsidy cannot claim a subsidy twice on the same ground. The same costs in a project subsidy cannot be covered by two subsidizers/sponsors. General sponsorship of an event - so not to cover specific costs - may not count as double subsidization, but as general income. This will be evaluated by the subsidy commission case by case.

Mandatory other sponsors for big project subsidies

Applicants for a big project subsidy from LOKO are obliged to seek other sponsors for at least 10% of their costs. Ideally they have already decided or even committed these, i.e. are already included in the application to LOKO.

LOKO's support & services department is always ready to give advice on looking for sponsors, even before an application has been officially submitted. For this, one can email subsidies@loko.be or sit down with the Support & Services Coordinator, for example, with no obligation.

If the applicant submits an application in which, due to certain reasons, they have not managed to arrange or obtain other sponsorship, they are obliged to report to LOKO that this has not happened. LOKO will then give the applicant a second chance to continue to seek other sponsorships and treat the application already subject to change. If they are unable to find any other sponsorships, for example because of the nature of the event being difficult to subsidize for companies, an exception can be made at the discretion of the subsidy commission.

4.4.3.4. PROOF AFTERWARDS

After the approval of the project, some additional supporting documents should be handed in. After the activity ends, the supporting documents should be forwarded via mail or uploaded in the tool (if available). The deadline for submitting evidence of approved project subsidies is a maximum of 30 days after the end of the event. If you miss proofs and can only obtain them after the deadline, please let LOKO know (also within the 30-day deadline) with evidence of that delay. If the proofs are not submitted on time, the subsidy is canceled.

The necessary proofs are handed in using the LOKO template. They are:

- A short report of the event (course, number of visitors, communication, proof that LOKO was included in the communication...).
- Final costs and revenues of the event + indication for which costs the LOKO subsidy was used.
- Proof of payment such as bills, invoices or expense notes for the value of the subsidized amount. Account statements are not valid evidence.
- Some pictures⁷ of during the event, to give an image of the number of participants.

It is mandatory to use the LOKO template (available through the website).

⁷ This footage is only used internally for verification prior to disbursement and is not stored further thereafter.

Failure to do so will impact future subsidy applications from the organization or individual. In addition, without the supporting documents, the subsidy cannot be paid.

4.4.3.5. SPECIAL ACTIVITIES

Cultural and other not merely recreational trips

A cultural trip is a trip of several days organized by an association with the aim of getting to know the culture of a certain city.

If an association organizes a cultural trip and makes it open to all students in Leuven (i.e. does not make a distinction between members and non-members), the subsidy committee is willing to support one cultural activity during the trip with a project subsidy. A small amount per participant will be granted, but not the entire trip.

This also applies to other trips that are not purely recreational. With these trips as well, the subsidy commission is willing to (partially) subsidize one activity.

Receptions

Many activities such as lectures, debates... have a reception attached to them. The subsidy commission is willing to support an activity with a reception with a project subsidy. The following points of interest are important in this regard

- The food and beverage purchased must be commensurate with the number of expected attendees.
- If the subsidy committee notices that an association regularly applies for subsidies for activities with a reception, the subsidy committee may decide not to award the subsidies.

Welcome activities

Although a welcoming event of 'kringen' can be interesting and meaningful for first-year and new students, they do not meet all the requirements. Welcoming events are too limited and not accessible to every Leuven student. The target group of such welcome events is a particular 'kring' and its related program(s). Therefore, the grant committee will not support them with a project grant.

Other networking events, such as a meeting event of a free association, fall under the same reasoning by analogy.

Purely networking activities will not be subsidized unless they coincide with an activity that does meet the conditions of a project subsidy (e.g. lecture, debate, cultural excursion).

Campaigns

If a 'kring' or association is planning an (online/offline) campaign, they can check with the subsidy commission to see if it can qualify for a project subsidy before incurring major costs. The subsidy commission will judge case by case whether a campaign meets LOKO's conditions and adds something unique to the Leuven (student) landscape.

4.4.3.6. SANCTIONS POSTER REGULATIONS

It is important that projects funded by LOKO follow the poster regulations. If LOKO notices that a project for which they have approved subsidies is not doing so, the subsidy commission may impose sanctions in the form of a reduction of the subsidized amount. If a violation occurs, the person involved will first be invited to go over the poster regulations with LOKO to find out the error so that it does not happen again.

4.5. Varia

3.5.1 Websites

LOKO does not subsidize website expenses because they have no Leuven-wide purpose and can be created inexpensively by the 'kring'/free association/student itself.

CHAPTER 5. SANCTIONS

5.1. General

The LOKO subsidy committee has the right at all times to deny subsidies (both project subsidies, and operating and Belgian Official Gazette subsidies) to an association or activity if it sees suitable reasons for doing so.

Appropriate reasons may include: misuse of subsidy funds, manifestly incorrect or fraudulent applications, vandalism or defamation of LOKO, 'kringen' or other associations, failure to comply with agreements made with LOKO or other associations causing them damage etc.

'Kringen' and recognized free associations with overdue invoices to LOKO cannot claim our subsidies.

5.2. Deletion of a recognized association

If the association that has applied for a non-profit subsidy and/or operating subsidy and has not submitted the appropriate supporting documents to LOKO, their recognition will be removed. For the deadlines of the supporting documents: see [Appendix: Deadlines](#).

Also when a recognized free association no longer meets the conditions for recognition, their recognition can be removed through a discussion at the subsidy committee. That (possible) deletion will then be submitted to the AV for notation.

The working year in which the deletion takes place, and the working year after, the deleted association are not allowed to apply for recognition. If they do so in that term, their application will automatically be rejected without the subsidy commission dealing with the matter.

After the period of two working years, the association can once again apply for recognition. This application will be critically analyzed by the subsidy commission. If the association gets recognized, a trial period of five years will be initiated. In that frame of time, the subsidy commission and LOKO will observe the association more strictly. This includes a stricter intervention on: complaints of third parties, violations of the poster regulations,...

When an association does not apply for recognition within six years after the initial deletion, but after, the trial period will only last one year. The recognition will once again be observed strictly by the subsidy commission the same way as a previous application.

5.3. Sanctions tied to the poster regulations

A condition of recognition by LOKO is compliance with the plaque regulations (see Chapter 3. Recognitions). For this, they will first of all raise sufficient awareness among the circles and recognized associations.

If a 'kring' or recognized association does not comply with the poster regulations, the subsidy commission has the right to impose sanctions in the name of LOKO. For this, they generally follow a system based on three-year terms (in other words, judgments will be made based on the events of the two previous years). When an association commits extreme violations, the subsidy commission may also decide not to follow this system and to proceed immediately to a more severe sanction.

In each case of violation, the person concerned will be invited to go over the poster regulations with LOKO in order to find out the error so that it does not happen again.

Order of sanctions:

1. First offense: warning
2. Second offense: warning
3. Third offense:
 - 'Kringen' and associations with standard recognition: 100 euros of operating subsidy withdrawn
 - Association with supporting recognition: withdrawal of recognition for one year*

The fourth and subsequent reminders first receive warnings again. If these are more than three years apart, things proceed again as steps 1 to 3. If it happens within three years, they get a higher level of sanction, i.e. it goes according to steps 4 to 6:

4. Fourth offense: warning
5. Fifth offense; warning
6. Sixth violation:
 - 'Kringen': reduction of operating subsidy of 100 euros plus a decrease proportional to the number of votes in the AV (75 euros per vote)
 - Associations with standard and supporting recognition: withdrawal of recognition for one year*

For associations with a provisional supporting recognition, their recognition will be revoked for one year* if they commit three violations in their year of recognition.

*If after that year without recognition another application for recognition is made, it is up to the subsidy commission to decide whether to approve it based on their history and the conditions as laid down in the regulations.

It is up to LOKO to keep the 'kringen'/free associations informed at the beginning of an operating year if they have sanctions pending, and to guard new boards from these.

5.4. Appeal against deletion decision

The applicant for recognition or a subsidy application can always appeal the decision made by the subsidy commission. This can be done within two weeks of the publication of the original decision. This is done via email to subsidies@loko.be. This is brought forth at the LOKO AV, where a final decision is made.

If the AV does not agree with the decision of the subsidy commission, it can lodge an appeal. To file such an appeal, at least 1/3rd of the AV members must respond to the LOKO AV within 5 calendar days of reporting. The subsidy application will then be further discussed at the LOKO AV.

APPENDIX: DEADLINES

Deadlines project subsidies

Application for small project subsidies (strictly less than 1000 euros): at the latest 21 days before the start of the project for which a subsidy is requested.

Application for large project subsidies (1000 euros or more): at the latest 30 days before the start of the project for which a subsidy is requested.

Deadlines throughout the academic year

December 1	Submit application for operating subsidy (100%)
April 1	Submit application for recognition
May 1	Submit application for insurance subsidy & application for subsidy Belgian Official Gazette Submit application for operating subsidy in second semester (50%)
June 15	Submit proof of operation subsidy

STATUS Approved

DISTRIBUTION Public

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