

ELSA DEVELOPMENT FOUNDATION GUIDELINES

2022/2023



elsa

The European Law Students' Association

Dear Network,

The ELSA Development Foundation (EDF) is essential to show the unity of the ELSA Network and allows for common effort to finance projects and events. It compensates for losses occurring when organising projects and events ensuring the development and relevance of ELSA Groups regardless of their financial status.

ELSA's welfare and development is the one and only focus of EDF - they are a perfect match. EDF has much to offer to ELSA Groups across the network and will remain a vital tool to ensure quality projects and events in ELSA.

These EDF Guidelines are the result of undergoing a significant transformation this year, which has affected not only the structure of the project itself, but also the evaluation and other aspects of the Foundation. Together with the implementation of the new EDF Statutes and Standing Orders, the EDF Guidelines form the basis to improve the quality and quantity of applications from the network to the ELSA Development Foundation.

Created by: (2023)

Mikko Laitinen

Treasurer

International Board of ELSA 2022/2023

Pavel Pěčonka

Director for ELSA Development Foundation

ELSA International 2022/2023

These guidelines follow the structure created for the previous edition in 2021 by Carlos Eduardo Perreira, Adéla Chloupková and Ainoa Ordonez.

Table of Contents:

| | |
|--|-----------|
| Dear Network, | 1 |
| Table of Contents: | 2 |
| Introduction | 3 |
| What is the EDF? | 3 |
| Members of the board | 3 |
| EDF yearly contribution | 4 |
| EDF Modes of support | 5 |
| A. Internal support | 5 |
| B. External support | 6 |
| EDF Cycles | 7 |
| When to apply? | 8 |
| Ordinary cycles | 8 |
| Exceptional cycle | 9 |
| Application procedure | 10 |
| Templates | 11 |
| Evaluation of the applications. Point rating system | 12 |
| Crediting procedure | 13 |
| Contacts | 14 |

Introduction

What is the EDF?

The ELSA Development Foundation (EDF) was first established in 2009. Yet ELSA has offered financial support to ELSA Groups since 2000 in the form of the ELSA Development Fund, which operated similarly to the EDF now.

The EDF provides financial support to ELSA Groups (both National and Local Groups, and even a combination of both), to overcome structural difficulties or challenges when organising a project or event, and is designed to compensate losses.

It is structured in two different modes of support:

- A. Internal
- B. External

The amount awarded by the foundation depends on each application, but it cannot exceed 2.000€ per application.

Additionally, National Groups may only be granted a total of 2.500€ per year, plus an additional 100€ per Local Group, up to an absolute maximum of 4.000€.

Members of the board

The EDF is governed by a **Board of Directors**, usually composed of the President, Secretary General and Treasurer of the International Board of ELSA, who appoint a Chairman out of its members at the beginning of each term. Additionally, the International Board of ELSA may open a call for an International Team, composed of Directors or Assistants for the EDF, in order to help with the activities and development of the foundation.

EDF yearly contribution

The foundation is financed through yearly contributions by all Member National Groups of ELSA. This contribution is calculated as follows at the beginning of each term:

- 6% of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;
- 2.5% of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;
- the Member National Groups shall pay a minimum of EUR 100,00 and a maximum of 3.000,00 per financial year.

Each National Group of ELSA **must submit the EDF Annual Report before the 31st of August of each year**, containing information about their general sponsors during the previous financial year. The information submitted through the EDF Annual Report is used to calculate the contribution of each National Group. The link to submit the report will be communicated to the FM -mailing list by the Chairman of the Foundation at the beginning of August.

It is important to fulfil this obligation as the failure to submit the EDF Annual Report is penalised as follows:

- a. If the report is not submitted before the above-mentioned deadline, the International Board shall invoice the National Group with a **fixed penalty of 100€ for Non Favoured Countries and 50€ for Favoured Countries** in addition to the EDF contribution amount invoiced during the previous financial year.
- b. The report is part of the National Group's financial obligations towards ELSA International, meaning that failure to submit is grounds for losing voting rights in International Council Meetings.

National Groups may submit the EDF Annual Report until 28 days before the opening of an International Council Meeting to fulfil this financial obligation towards ELSA International and maintain their voting rights in the International Council Meeting.

Additionally, the EDF may obtain income from general sponsorships from companies or other associations and donations and grants provided by corporations, foundations, nonprofit entities or educational institutions.

EDF Modes of support

The EDF has two different modes of support, each of them for certain types of activities:

A. Internal

B. External

As stated before, National Groups, Local Groups or a combination of both may apply for the EDF Support. National Groups may apply for both Internal and External modes of support. Local Groups may apply for external support and financial assistance for organising International Internal Meetings and National Council Meetings of ELSA or for organising regional cooperation events. For collaborations of National and Local Groups, the regulation fitting to the majority of the members will be applied.

A. Internal support

Internal support is directed towards events and activities that are aimed at ELSA Officers and internal procedures of ELSA Groups.

Internal support refers to

1. Financial assistance for organising International Internal Meetings of ELSA.
2. Financial assistance for National Board members' participation in International Council Meetings of ELSA.
3. Financial assistance for organising regional cooperation events involving more than one National Group of ELSA.
4. Financial assistance for organising internal events aimed at developing Officers' skills and knowledge.
5. Financial assistance for organising National Council Meetings of ELSA.
6. Financial assistance for a National Group of ELSA that is in danger of insolvency due to a force majeure event if all options have been exhausted. The support shall be aimed at covering the debts of the applicant group.
7. Financial assistance for a National Group of ELSA that has unfulfilled financial responsibilities towards ELSA International. The support shall be used to buy off the debt of the applicant towards ELSA International. Support cannot be used to buy off debt following Article 9.3 of these Standing Orders.

B. External support

External support is directed towards events and activities that are aimed at ELSA members and externals.

1. Financial assistance for events constituting any activity or project connected to the Key Areas according to the International Council Meeting Decision Book of ELSA.
2. Financial assistance for international training events, or international events incorporating training sessions, organised to increase awareness of ELSA, or dealing in specific ELSA areas. To qualify as international, the session must be held in English and at least half of the participants shall not be from the country of the organising National or Local Group of ELSA.

EDF Cycles

The EDF's yearly activity is divided into four ordinary cycles you can apply to, as well as two exceptional cycles for financial assistance for the participation of the National Board members to International Council Meetings.

These four cycles are established by the Board of Directors at the beginning of our operational year, within the first week of their term. In case the dates are not announced during this period, the cycle application periods end on the last day of October, January, April and July by default.

Currently, the ordinary EDF cycles are divided as follows:

- 1st July - 31st September
- 1st October - 31st December
- 1st January - 31st March
- 1st April - 30th June

When to apply?

Having established the different cycles of the EDF, below you will find explanations regarding the different timelines for submitting applications, which differ in the case of ordinary and extraordinary cycles.

Ordinary cycles

As it has been explained, the EDF's activity is divided into four cycles. Now, within these cycles, the applicants may apply for EDF support taking into account that the application has to be submitted:

- during the cycle in which the event or activity is opened,
- at the latest within two cycles after the event or activity is opened.

The Board of Directors may exceptionally accept a submission received after the end of the cycle to be evaluated along with other applications received for the respective cycle. This exception may not be granted, if the application was received later than two days after the end of the cycle.

Examples:

If the project takes place during the first cycle

If your project takes place during the first EDF cycle, it is possible for you to apply:

- During that first cycle;
- Within two cycles after the event is opened (cycles 2 and 3 of the current year).

If the project takes place during the 2nd cycle

If your project takes place during the second EDF cycle, it is possible for you to apply:

- During that second cycle;
- Within two cycles after the event is opened (cycle 3 and 4 of the current year).

If the project takes place during the 3rd cycle

If your project takes place during the third EDF cycle, it is possible for you to apply:

- During that third cycle;
- Within two cycles after the event is opened (cycle 4 of the current year and cycle 1 of the following year).

If the project takes place during the 4th cycle

If your project takes place during the first EDF cycle, it is possible for you to apply:

- During that fourth cycle;
- Within two cycles after the event is opened (cycles 1 and 2 of following year).

Exceptional cycle

The application periods for the exceptional cycles are set between four and one week before the application period of the International Council Meeting of ELSA closes, at the discretion of the Board of Directors. The application period shall be announced at least one week before its opening.

Application procedure

The application shall be submitted by the National Board, and it can only be submitted by a Local Board if there is no active National Group in their country or their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of the Board of Directors. This is done for reasons of supervision and coordination, and to ensure the maximum quality of the EDF applications.

EDF Applications are submitted via application forms found in the ELSA Officers Portal.

<https://officers.elsa.org/fm/>

Internal and External support for organising an event

- a. The application for Internal or External events shall include the following:
- b. general and financial information about the applicant group;
- c. description of the project;
- d. estimation of the impact of the grant on the situation of the applicant group;
- e. detailed budget of the project;
- f. detailed financial report and activity report of the project.

Financial assistance for the National Board members' participation in International Council Meetings of ELSA

This specific application for internal support is only available for National Groups.

The application for financial assistance for the National Board members' participation in International Council Meetings of ELSA shall include the following information:

- a. general and financial information about the applicant group;
- b. ELSA CVs of the attending board members;
- c. activity description and budget for the attendance, including information on participation fees paid by the attending board members.

Financial assistance for National Groups of ELSA who have found themselves in financial difficulties.

This specific application for internal support is only available for National Groups.

The application for Financial assistance for National Groups of ELSA who have found themselves in financial difficulties (internal support under points 2 f and 2 g) shall include the following information:

- a. general information about the applicant,
- b. detailed financial information about the applicant,
- c. the available final or interim accounts approved for the previous financial year and the approved budget for the term,
- d. description of the debts of the applicant group,
- e. action plan on improving the financial situation of the applicant group

Templates

In order to be eligible for EDF Support, you need to use the templates provided by ELSA International for each document. You can find the documents in the Officers Portal following this link.

<https://officers.elsa.org/fm/>

The templates include not only templates for budgets for different situations but also other documents such as activity and financial reports.

The **activity reports** must include information about number of participants, testimonials or appreciations of the participants, information about the venue(s), the significance of the project to the applicant as well as information regarding the measures that were taken concerning the search for sponsors and partners for the respective event.

The **financial report** shall clearly state the different incomes and expenses of the project, and determine the profit and loss statement of the event or project, all of it supported by the **receipts**. This must be submitted with clear legible dates, details of transactions and amounts, and must be issued by entities with the legal capacity to issue such receipts. Additionally, receipts that are not in English shall be accompanied by a brief **translation**, and those which are not in Euro currency shall be supported with a **conversion into Euro**, with the exchange rate at the date of the payment, as proven by the relevant receipt.

Evaluation of the applications. Point rating system

The applications are first subjected to a preliminary evaluation to ensure they fulfil the eligibility criteria of receiving support from EDF. An ineligible application will be rejected at this stage and the rejection will be communicated to the applicant.

After the preliminary evaluation, the application will be evaluated by using a Point Rating System. Each member of the Board of Directors rates each criterium from 0 to 10, representing a maximum of 30 points per criterium.

The Board of Directors shall take into account the following criteria:

- a. quality of the submitted application;
- b. quality of the event or activity;
- c. quality of the budget;
- d. reasoning for the loss;
- e. impact of the support on the applicant group;
- f. quality of the Activity and Financial Reports.

Additionally, for applications regarding financial assistance for the National Board members' participation in International Council Meetings of ELSA, the Board of Directors gives a score on these additional criteria:

- a. level of active participation in ELSA of the applicant group;
- b. level of compliance and implementation of the international regulations of ELSA.

Additionally, for applications regarding financial support given to National Groups in financial difficulties, the Board of Directors gives a score on these additional criteria:

- a. level of active international participation in ELSA of the applicant group;
- b. level of compliance and implementation of the international regulations of ELSA;
- c. nature of the debt;
- d. quality of the plan to improve the financial situation of the applicant group.

An application is considered to be approved when it scores at least 50 % of the points.

Crediting procedure

Once the EDF support has been granted, the Board of Directors shall directly credit the relevant amount to the bank account of the applicant within four weeks of accepting the application.

As stated before, the maximum amount of the awarded grant which will be transferred shall be limited to the loss made by the applicant or the debt of the applicant. However, this amount shall not exceed 2.000€ per application.

A National Group may only be granted a base amount of 2.500€ per year, plus an additional 100€ per Local Group, up to an absolute Maximum of 4.000€.

Contacts

In case of any questions do not hesitate to contact:

ELSA DEVELOPMENT FOUNDATION

Chairman of the ELSA Development Foundation

Email: treasurer@elsa.org, edf@elsa.org

Director for the ELSA Development Foundation

Email: director.edf@elsa.org

ELSA INTERNATIONAL

Email: elsa@elsa.org

Facebook: <https://www.facebook.com/elsa.org/>

LinkedIn: https://www.linkedin.com/company/elsa_org/

Instagram: <https://www.instagram.com/elsainternational/>

Officers Portal: <http://elsa.org/>

Telephone: +32 2 646 2626

Address: Boulevard Général Jacques 239, 1050 Brussels, Belgium