



ELSA Development Foundation Standing Orders

Authenticated by:

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ELSA Development Foundation

Fondation Privée

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ELSA Development Foundation

Standing Orders

1. Definition and Purpose

1.1. The ELSA Development Foundation (hereinafter EDF) is a Foundation financed collectively by National Groups to help overcome structural weaknesses within the Network. The purpose of the Foundation is to financially support measures and activities within the Association that further the vision, purpose and means of ELSA. The Foundation is founded in accordance with Belgian law. The Foundation shall be managed by the Board of Directors.

2. Modes of Support

2.1. The EDF may be used to support the following measures, events, and activities:

A) Internal support

1. Internal support is directed towards events and activities that are aimed at ELSA Officers and internal procedures of ELSA Groups.
2. Internal support refers to:
 - a. financial assistance for organising International Internal Meetings of ELSA.
 - b. financial assistance for National Board members' participation in International Council Meetings of ELSA.
 - c. financial assistance for organising regional cooperation events involving more than one National Group of ELSA.
 - d. financial assistance for organising internal events aimed at developing Officers' skills and knowledge.
 - e. financial assistance for organising National Council Meetings of ELSA.
 - f. 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.
 - g. 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

1. External support is directed towards events and activities that are aimed at ELSA members and externals.
2. External support refers to:

- a. financial assistance for events constituting any activity or project connected to the Key Areas according to the International Council Meeting Decision Book of ELSA.
- b. 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.

2.2. Exceptionally, these modes of support may be provided even if the event is cancelled, when there is a direct link between the losses and the cancellation. In these cases the applicant must prove the nature of this link and that they took all necessary steps in order to prevent the cancellation and the losses.

2.3 Support is directed towards accommodation, transport, and academic programme as fitting to the event. The Board of Directors may exceptionally grant support to cover other expenses.

3. Eligible Applicants

3.1. The following Groups are eligible to apply to EDF:

- a. Local Groups;
- b. National Groups;
- c. cooperation of Local or National Groups - in such cases, the applicable regulations are determined based on the majority of the members of the cooperation.

4. Local Groups of ELSA eligibility Criteria

4.1 Local Groups of ELSA may only apply for External support or financial assistance for organising International Internal Meetings and National Council Meetings of ELSA or for organising regional cooperation events.

4.2 All applications from Local Groups of ELSA shall be submitted to the Board of Directors by their respective National Group of ELSA.

4.3 Local Groups of ELSA may only apply on their own behalf if:

- a. there is no National Group of ELSA in their country;
- b. their National Group of ELSA has persistently refused or failed to offer their administrative support to the Local Group of ELSA, proven to the satisfaction of the Board of Directors;

4.4 If the Local Group of ELSA is under the impression that Article 4.3b is applicable to them they may contact the Board of Directors directly. Upon the discretion of the Board of Directors, the Local Group of ELSA may apply on their own behalf.

4.5 Local Groups of ELSA may only apply for support if they are lacking financial resources.

5. National Groups eligibility Criteria

5.1 National Groups may apply for all modes of support.

5.2 National Groups may only apply if they are lacking financial resources.

6. Application Procedure

6.1 Application Form

6.1.1 Every EDF applicant shall submit the application form in due time and complete all the information required.

6.1.2 The use of EDF templates, to be found on the Officers' Portal of ELSA is mandatory.

6.1.3 The application for Internal and External support shall include the following information:

- a. general and financial information about the applicant group;
- b. description of the project;
- c. estimation of the impact of the grant on the situation of the applicant group;
- d. detailed budget of the project;
- e. detailed financial report and activity report of the project.

6.1.4. 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.

6.1.5 The application for 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.

6.2 Timeline for External support

6.2.1 The EDF granting timeline is divided into four cycles. The ends of the four cycle application periods for their term in office shall be announced to the Network by the Board of Directors of the EDF 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 September, December, March and June by default. The ends of the cycle application periods may not differ from these default dates by more than two weeks.

6.2.2 The applicants may apply for EDF support only during three cycles – during the cycle in which the event or activity is opened, and at the latest within two cycles, after the event or activity is closed.

6.2.3 Within two weeks after the end of a cycle, the Board of Directors shall review the applications and decide on the funding. The result of any application shall be communicated to the applicants within two weeks after the decision has been made.

6.2.4 The Board of Directors may ask the applicant to re-write the application form, including more information, stating the areas which are lacking or which need to be improved. The re-written application will be evaluated as if it were an original application. In this case, a new timeline shall be set for the applicant by the Board of Directors.

6.3 Timeline for Internal support

6.3.1 The application period for financial assistance for the National Board Members' participation in the International Council Meetings of ELSA is determined by the Exceptional cycle.

6.3.2 Each Exceptional cycle shall be divided into two phases:

a. First Phase

- i. The first phase of an Exceptional cycle shall last at least one week and be closed no later than two weeks before the application period of the International Council Meeting of ELSA closes.
- ii. The application period for the first phase of an Exceptional cycle shall be announced to the Network by the Board of Directors of EDF one week prior to its opening.
- iii. The Board of Directors shall review the applications, decide on the funding and communicate the results to the applicants no later than three days before the application period of the International Council Meeting of ELSA closes.

b. Second Phase

- i. The second phase of an Exceptional cycle shall be open no later than two weeks after the International Council Meeting of ELSA and shall last at least one week.
- ii. Within two weeks after the end of the second phase of an Exceptional cycle, the Board of Directors shall review the applications and decide on the funding. The result of any application shall be communicated to the applicants within two weeks after the decision has been made.

6.3.3 The application timeline for other Internal support complies with the application cycles of the EDF.

6.3.4 The Board of Directors may ask the applicant to re-write the application form, including more information, stating the areas which are lacking or which need to be improved. The re-written application will be evaluated as if it were an original application. In this case, a new timeline shall be set for the applicant by the Board of Directors.

6.4 Exceptional Procedure

The Board of Directors may exceptionally accept a submission received after the end of the cycle, to be evaluated along 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.

6.5 Annexes to the application

6.5.1 The applicant shall submit the Activity Report, the Financial Report, the budget and the receipts relating to the event or activity along with the application.

6.5.2 The Activity Report shall include information regarding the event or activity itself, and the experiences of the persons present, from the organisation or attendance of such activity or event.

6.5.3 The Activity Report shall include information regarding the measures that were taken concerning the search for sponsors and partners for the respective event. The Board of Directors may ask for proof, if there are doubts about the information given.

6.5.4 The Financial Report shall clearly determine, supported by the budget and the receipts, the profit and loss statement of the event or activity.

6.5.5 The receipts submitted shall contain clearly legible dates, details of transactions and amounts, and shall be issued by entities with the legal capacity to issue such a receipt. In case the receipts are not in English, a brief translation of the content shall be provided. Payments not made in Euro shall be supported with a conversion into Euro, with the exchange rate at the date of the payment, as proved by the relevant receipt.

6.5.6 The Board of Directors reserves the right to unilaterally reject an Activity Report, a Financial Report or not to take a receipt into account, if it fails to fulfil the requirements of this article. In such cases, the Board of Directors may ask the applicant to re-write specific parts of the Activity Report or Financial Report or to provide a correct receipt. The deadline shall be at the earliest seven days after the Board of Directors has informed the applicant of its decision to reject the Activity Report, Financial Report, or receipt. Upon timely submission, the newly amended Activity Report, Financial Report or receipt shall be taken into account, to the exclusion of the one originally submitted.

6.5.7 The Board of Directors may provide an applicant with a reporting template to be filled, in which case the template shall be used.

7. Evaluation

7.1 The evaluation is conducted in two phases:

7.1.1 Preliminary Evaluation, which is focused on the fulfilment of the eligibility criteria.

7.1.2 Content Evaluation. In case of applications concerning the Internal Support as in art. 2 (a), (c), (d) and (e) and External Support the Board of Directors shall in deciding whether or not to grant an applicant, and how much of the amount requested may be financed, 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.

7.1.3 With regards to the financial assistance for the National Board members' as in art. 2 (b) participation in International Council Meetings of ELSA, these criteria apply:

- a. quality of the submitted application;
- b. quality of the budget;
- c. impact of the support on the applicant group;
- d. level of active participation in ELSA of the applicant group;
- e. quality of the Activity and Financial Reports.

7.1.4 With regards to the Internal Support as in art. 2 (f) and (g), these criteria apply:

- a. quality of the submitted application;
- b. quality of the budget;
- c. impact of the support on the applicant group;
- d. quality of the final and interim accounts;
- e. level of active international participation in ELSA of the applicant group;
- f. level of compliance and implementation of the international regulations of ELSA;
- g. nature of the debt;
- h. quality of the plan to improve the financial situation of the applicant group.

7.2 The Board of Directors has the liberty to decide on the amount to be granted on the application. The amount granted can be restricted to be used for a specific purpose.

7.3 The amount awarded and communicated to the applicant is final, and may not under any circumstances be exceeded because of a surplus in receipts, or for unforeseen expenses borne by the applicant.

7.4 Board of Directors' members, who have a substantive connection to the applicant group shall abstain themselves from the voting.

7.5 In case the event or the activity applied for relates to a Key Area of ELSA, the Board of Directors shall invite the respective Member of the International Board of ELSA to the meeting and take their input into account in deciding whether or not to grant an application.

8. Payment Procedure and amount credited

8.1 Board of Directors shall directly credit the relevant amount to the bank account of the applicant within four weeks of acceptance of the application.

8.2 The maximum amount which shall be paid out from the awarded grant shall be limited by the loss made by the applicant. An event or activity may never become profitable due payment of the awarded grant. Internal Support as in art. 2 (f) and (g) shall only add up to the total amount of debt of the applicant. The maximum amount awarded for any Mode of Support shall not exceed EUR 2000 per application.

8.3 If the Board of Directors has named a purpose to which the awarded grant shall be used and the expenses for this purpose are lower than the awarded grant, the Board of Directors may limit the credited amount to these expenses.

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

9. Financing of the Foundation

9.1 Source of the Foundation

- a. The Members of ELSA shall pay a yearly contribution to the EDF comprised of the following:
 - i. 6% of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;
 - ii. 2.5% of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national.
 - iii. The Members of ELSA shall pay a minimum of EUR 100,00 and a maximum of 3.000,00 per financial year.
 - iv. The Observers of ELSA shall not be obligated to pay a contribution to the EDF.
- b. The Board of Directors of EDF may also accept donations to the EDF from other individuals, groups or associations which are aimed at furthering the purposes of the Foundation and the Association in general.
- c. Commercial activities

9.2 General sponsorship shall include the income of the Member of ELSA from non-project partnerships and non-project sponsorships as gathered in the immediate previous financial year expressed in euro.

9.3 EDF Report

- a. National Groups shall submit a yearly report to the Treasurer of the International Board of ELSA with the amounts they received from their general sponsors in the period between the 1st of August and the 31st of July of the previous financial year. Submitting this report shall be part of the financial obligations of National Groups towards ELSA International.
- b. This report shall be submitted to the Treasurer of the International Board of ELSA by the 31st of August of the year of invoicing, even if the National Group did not receive any amount through general sponsorship in the previous financial year.
- c. 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.
- d. 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.

9.4 Integration

The fulfilment of the financial obligations towards the ELSA Development Foundation is a requirement for the fulfilment of the financial obligations towards ELSA as included in article 11.5 of the Statutes of ELSA.