



The ELSA Development Foundation Standing Orders

Authenticated by:

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Chairperson

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The 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) Project Support

(A.1) Financial assistance for events constituting a core activity of ELSA. Core activity is any activity or project connected to the Key Areas according to the Decision Book.

(A.2) Financial assistance for regional cooperation events gathering more than one Member country.

(B) Training Support

(B.1) 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, at least half of the participants shall not be from the country of the organising National or Local Group.

(B.2) Travel and/or accommodation expenses of trainers for training events or sessions organised by National Groups or Local Groups.

(B.3) Travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International and National Groups.

Training support will be granted only to events and sessions delivered in English.

(C) Structural Support

(C.1) Financial assistance for organising International Council Meetings, and International Strategy Meetings.

(C.2) Financial assistance for internal events aimed at developing Officers' Skills and knowledge.

(C.3) Financial assistance for organising National Council Meetings. The contribution shall cover all expenses except those related to the social or cultural programme.

(C.4) Financial assistance for the participation of the National Board members to International Council Meetings. The contribution shall only cover travel and/or accommodation expenses.

(D) General Support

(D.1) Financial assistance for a National Group that is in danger of insolvency due to force majeure event if all other options have been exhausted.

(D.2) Financial assistance for the Network wherein the EDF can buy off the debts of a National Group towards ELSA International.

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, beyond reasonable doubt. 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.

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 eligibility Criteria

4.1 Local Groups may only apply for project support, training support or financial assistance for organising International Internal Meetings or National Council Meetings.

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

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

a. there is no National Group in their country;

b. their National Group has persistently refused or failed to offer their administrative support to the Local Group, proven to the satisfaction of the Board of Directors;

4.4 If the Local Group 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 may apply on their own behalf.

4.5 Local Groups may only apply 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 International, is mandatory.

6.1.3 The application for project or training support shall include the following information:

- a. general and financial information about the applicant;
- 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.

6.1.4. The application for structural support 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. impact of the financial support on the National Group and on the Network
- e. detailed description of the activity
- f. detailed budget of the activity

6.2 Timeline for Project and Training Modes of 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 four cycles – during the cycle in which the event or activity is opened, at the soonest within the two cycles before the event or activity is opened, and at the latest within the cycle, after the event or activity is opened.

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 one week 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 Structural Mode of Support

6.3.1 The application timeline for Structural Support C.1, C.2 and C.3 comply with the application cycles of EDF.

6.3.2. The application period for Structural Support C.4 is set between four and one week before the application period of the Statutory Meeting closes, at the discretion of the Board of Directors.

6.3.3. The application period for Structural Support C.4 shall be announced in the Treasurers' mailing list at least one week before its opening.

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.

7. Evaluation

7.1 The evaluation is conducted in two phases:

7.1.1 Preliminary Evaluation. The preliminary evaluation is focused on the fulfilment of the eligibility criteria.

7.1.2 Content Evaluation. In deciding whether or not to grant an applicant, and how much of the amount requested may be financed, the Board of Directors shall take into account the following criteria:

- a. the quality of the submitted application form;
- b. the quality of the plan of action
- c. the quality of the draft budget;
- d. the quality of the event or the activity;
- e. the multiplier effect that financing the event or activity would have on the Network;
- f. the impact on the resources currently available in the EDF;

- g. link to the priorities of the EDF for the term. The priorities are set by the Board of Directors and announced through the Presidents' and Treasurers' mailing list in August for the whole year.

7.1.3 With regards to the structural mode of support, these additional award criteria apply:

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

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 for Structural Support cannot exceed 25% of the annual income of the Foundation. If, by the beginning of the application period for structural support C3 concerning the Spring International Council Meeting, less than 50% of the annual EDF income has been spent, this limit shall be forgone until the next financial year.

7.4 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.

7.5 Board of Directors' members, who have been part of the National Group, whose application is being discussed, shall abstain themselves from the voting.

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

8. Payment Procedure

In order for the applicants to be paid the amount granted, they must comply with the following regulations:

8.1 Reporting Procedure

- a. The applicant shall submit the Activity Report, the Financial Report and the receipts relating to the event or activity, for which the grant was awarded, within four weeks of its conclusion, or along with the application, in case the event or activity has concluded before the application was submitted.
- b. The Activity Report shall include information regarding the event or activity itself, the experiences of the persons present, and the expected multiplier effect from the organisation or attendance of such activity or event.

- c. 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 can ask for proof they deem necessary if there are doubts about the information given.
- d. The Financial Report shall clearly determine, supported by the receipts meeting the criteria of the following article, the profit and loss statement of the event or activity.
- e. The receipts submitted must contain clearly legible dates, details of transactions and amounts, and must be issued by entities with the legal capacity to issue such receipts. In case the receipts are not in English, a brief translation of the content must 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.
- f. The Board of Directors reserves the right to unilaterally reject an Activity Report, a Financial Report or to exclude a receipt or receipts from the final payment, if they fail 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, and provide the applicant with a new deadline for the submission. Upon timely submission, the newly amended Activity Report, Financial Report, receipt or receipts shall be taken in as applicable, to the exclusion of the ones originally submitted.
- g. The Board of Directors may provide an applicant with a reporting template to be filled, in which cases the template must be used.

8.2 Crediting Procedure

- a. Within four weeks of the accepting of the Report, the Board of Directors shall directly credit the relevant amount to the bank account of the applicant.
- b. If either the accepted Activity Report or the Financial Report or the receipts have not been submitted to the Board of Directors by the applicant in due time, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter.
- c. One week before the expiration of the grant, the Chairman of the EDF shall inform the applicant about the upcoming deadline to submit the Report.
- d. The Board of Directors may extend the deadlines for providing the Activity Report or the Financial Report or the receipts upon a valid and reasonable request of the applicant, which has been submitted to the Board of Directors before the expiration of the grant.

8.3 Amount credited

- a. The maximum amount which will 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. In this sense, the maximum amount awarded per application will be 1000 eur, and 2000 eur for mode of support C1.

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

8.4 Exceptional procedure

As an exceptional procedure, it is possible for the applicant to officially request the payment of up to 75% of the granted amount in advance.

The request shall include supporting documents to justify the need.

The Request will only be accepted if:

- a. Receiving the grant beforehand is essential for the existence of the project;
- b. The financial situation of the Group justifies such demand;
- c. The National or Local Group requesting the exceptional procedure has no history of bad reporting or pending reports.

If the Board of Directors accept the request, the amount will be transferred in advance, but it will be confirmed after the submission of the report. If the amount is not confirmed, a financial obligation for the restitution of the amount will rise for the applicant group.

9. Financing of the Foundation

9.1 Source of the Foundation

- a. The Member National Groups of ELSA shall pay a yearly contribution to the EDF comprised of the following:
 - 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.
 - The Observer National Groups 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 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.

9.3 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.