

Frifond Allocations, August 2016

Dear Local Branches,

Below is a list of the allocation of Frifond money for the period of fall 2016 to spring 2017.

At the end of this document you will find a list of the criteria used for the allocation of Frifond together with **some general guidelines on how to use the money**. Also make sure you read the Frifond Guidelines document that have been enclosed in the email sent to all the local branches, it can also be found online on our website under the «guidelines» tab.

Please note that it's the responsibility of the President and Treasurer to use the allocated money in accordance with the guidelines.

In order to receive the money located to your local branch, we need an email confirming the bank account details of your local branch as well as the address the account is registered on. As soon as we have received this information and confirmation that you have read and understood the guidelines, your money will be paid out to the account. Please be aware that if your local branch have left-over funds from the previous year/semester, we can not pay out this years allocated money until you have transfered it back.

In case your local branch does not yet have its official bank account, the money can no longer be paid out to a personal account. The branch needs to open an official bank account or you can send a request to the National office and we can make an account for you.

The deadlines to report for the use of funds is the **30th of June 2016**. If we have not received a full report by then, it will affect your local branch's possibilities to receive funding for the next period. *Consult the Frifond Guidelines document for further information on how to report. Please also note this date in a diary in case a new board is being elected next year.*

If your local branch disagrees with the amount of money it has been allocated you have the possibility to appeal the decision. In that case your branch can send an email to nationalsecretary@isu-norway.no by Monday the **17th of August** asking for a reconsideration of the amount allocated to your branch and the reasons why you disagree. All appeals received after the 17th of August 2016 will not be considered.

Please see the Frifond Guidelines for full details.

NO	BRANCH	AMOUNT
1	ISU AGDER	15,480
2	ISU BI	10,480
3	ISU BODØ	10,480
4	ISU DRAMMEN	9,480
5	ISU GJØVIK	15,480
6	ISU HARSTAD	0
7	ISU HIOA	11,480
8	ISU HLT	5,480
9	ISU HØNEFOSS	10,780
10	ISU KONGSBERG	9,480
11	ISU LILLEHAMMER	6,738
12	ISU MF	8,480
13	ISU NARVIK	10,480
14	ISU NHH	17,480
15	ISU NLA	5,480
16	ISU NMBU ÅS	14,480
17	ISU NU - STEINKJER	11,480
18	ISU STAVANGER	14,480
19	ISU TELEMARK	13,480
20	ISU TROMSØ	0
21	ISU TRONDHEIM	15,480
22	ISU UIB	15,480
23	ISU UIO	15,480
24	ISU VESTFOLD	17,480
25	ISU VOLDA	17,480
26	ISU ÅLESUND	15,480
	TOTAL Frifond given to ISU Norway by LNU	292,494
	Kept by National Office to cover administrative costs (maximum 5% allowed by LNU):	14,600
	Frifond Carry over from last year	21,144
	TOTAL given to Local Branches	299,038

COMMENTS

- ISU Tromsø have gotten 0 kr. With this we will clarify that it is not a punishment but because ISU Tromsø is financially independent with other sources of funding. ISU Tromsø have chosen to give their part of Frifond to the rest of the ISU local branches who needs it more.
- Each branch will receive comments regarding their allocation if there is something the money should not be spent on (depending on what the application) when the money is paid out.
- LBs get an additional 21,144NOK to the total we got from LNU this year. This is money that has not been spent by LBs last year, or money that was spent incorrectly/was not accounted for with original receipts in the report(s). The 21.144 was supposed to be paid back to LNU, but they allowed us to add this amount to the

funds we got this year. The funds that were not paid back from the LBs has to be paid by the National Office.

- Harstad will not get funding this year. We found out a few weeks ago that there is not enough international students to maintain the branch. The 12000kr will instead be redistributed evenly to the rest of the local branches (480kr for 25 branches).
- ISU Kjeller is not receiving funds due to inactivity and a lack of international students at the school.
- Branches who have not reported properly have until the 15th of August to sort out their report and send in the receipts. If these receipts are not presented in due time, the branches may not receive the full amount they were allocated and the money will instead be redistributed evenly to the rest of the local branches.

We will not pay out any money unless we have confirmation that any leftover money from last year has been paid back to the National Office.

We will NOT pay out money to personal bank accounts anymore. The local branches has to open their own official bank account or you can send a request to the national office and we can open one for you. Please be aware that this process can take some time.

Please direct all questions, applications, reports etc. regarding Frifond to nationalsecretary@isu.norway.no

CRITERIA used for allocation

1. Amount of money applied for in proportion to events planned.
2. Relevance of activities to promotion of ISU, diversity and inclusion.
3. Number of expected participants/total number of international students per local branch.
4. possibility of access to other funding opportunities outside Frifond.
5. ability to profitably send the money and report back accordingly.
6. Penalty to those local branches who have still not submitted applications (ie. Late applications, if any).

Frifond use GENERAL GUIDELINES (more in the guidelines document)

1. Make sure you spread out the activities so that the whole period of spring 2017 is covered if possible.
2. Never use Frifond to cover travel expenses, unless the travel is taking place in the local area around your school.
3. Do not use a lot of the Frifond on the introduction week, since that's normally the responsibility of the University authorities.
4. Under no circumstances should Frifond be used outside of Norway (including travel tickets bought IN Norway).
5. All expenses need to be accounted for with a receipt and original receipts of expenses must be kept and submitted for reporting.
6. If you fail to follow the guidelines you may be asked to return all of the Frifond money back.
7. A maximum of 2000kr can be used for Operational Costs such as hosting a General Assembly, office supplies. If you are uncertain as to what is considered office supplies, please contact the national office (paying rent is not included for example. This 2000kr can be used for marketing material such as a roll-up/banner. Hoodies are only allowed if the clothes can be used by future boards and can not be taken home as souvenirs.

Best regards

Silje Willumsen
Organizational Consultant