

RECOGNITION APPLICATION

DEADLINE: 1 april

Name free association	
Contact person	
Email address	

Motivation and conditions

Explain your association in a few sentences: What do you do? Why was the association founded, what is the purpose?

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**To claim recognition, an association must meet at least the following conditions:
(provide concise arguments)**

1. The association consists mostly of students from Leuven;

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2. The association targets the student population of Leuven;

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3. The association is open to all students from Leuven;

4. The association has no financial threshold for those who want to become a member;

5. The association does not make any profits;

6. Do you charge members fees? If so, how much and for what purposes is it used?

7. The association is still active (has organized at least 2 open activities in the past 365 days);

Proofs added later in this document.

8. The association actively and objectively recruits members;

9. The purpose of the association corresponds to the general principles of LOKO (see bylaws LOKO);

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10. The association endorses (these can be signed on LOKO by appointment after an acknowledgement):

- a. the hazard charter ('doopcharter');
- b. human rights and current anti-discrimination legislation;

11. The association strives to promote a good society with the inhabitants of Leuven.

12. In what way is your association unique in its functioning in the Leuven student community?

Proofs

Submit proof of two recognized events below. This is required with every recognition application, to prove that the association is active.

Pay attention to the several conditions when picking your supporting documents:

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 one 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';
- 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.

PROOF 1

Name event	
Date (in the last 365 days)	
Location	

Link to the event on a public social media page (Facebook or Instagram):

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The event was not purely recreational, but had an educational, cultural, sportive or other such additional value. Explain why:

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The event was open to any Leuven student. Explain why:

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If your association has only been able to organize one recognized event, only filling in Proof 1 is sufficient. In that case, your association can apply for a **provisional supporting recognition**: this runs for one year (instead of three), during which the means are provided to organize enough recognized events to then request a **standard recognition** of three years.

PROOF 2

Name event	
Date (in the last 365 days)	
Location	

Link to the event on a public social media page (Facebook or Instagram):

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The event was not purely recreational, but had an educational, cultural, sportive or other such additional value. Explain why:

The event was open to any Leuven student. Explain why:

Send this completed document to subsidies@loko.be. If there are additional documents such as articles of association, more extensive motivation for recognition..., these can also be added and appear before the subsidy commission.