

FAM - explanation for dummies

Introduction

This document has been written to explain the practical execution of the Facility Allocation Model (FAM). It is important to point out that the most recent version of the FAM is always leading. This document is purely for explanation for (new) board members. It is therefore advised to read this document in addition to the actual FAM guidelines.

The FAM has replaced the old subsidy model, which was the IMA. It has ensured a more stable flow of money to the sports associations. The FAM has a four-year cycle. The FAM is written every four years, the FAM are the guidelines that ultimately determine how much subsidy the sports associations receive.

The final subsidy awarded is kept track off in the so-called “subsidy allocation sheets”. This sheet shows what each association receives, as well as what the total costs are for the entire sports sector. It is the task of the SUT to keep these sheets up to date and to provide them to all associations. This sheet is found at <https://www.sut.utwente.nl/> under the tab ‘Documents’.

After the FAM guidelines have been established for another four years, the associations are responsible for submitting their own applications for certain subsidies. This can be divided into two large groups: recreation and performance sports. We also have three fixed components that apply to both groups, namely instruction, material and accommodation. The following sections will explain per section what applies to performance and recreational sports, and how an association receives the allocated subsidy.

Instruction

In the subsidy allocation sheets you, as an association, can see what type of trainer is on your training course. This is based on plans provided by the association. In the FAM we have four types of trainers; PT, PT-ZZP, PT-V and RT. What these types of trainers are is explained below.

PT

If the association has provided a performance plan and has a performance team, it will be common for a professional trainer (PT) to attend these training sessions. Also, if it is a dangerous sport, the same type of trainer may be present at these training sessions.

The Sports Center is responsible for all PTs, employs them and pays them. The costs are therefore very low for the association to have a PT at their training sessions.

To facilitate this, we ask associations that have a PT to contribute to these trainers. In the current FAM, this amount is set at €400 per weekly training for an academic year. A training moment is still set at 1.5 hours of training.

Example: a performance team trains twice a week for 1.5 hours under the guidance of a professional. So they pay for 2 training sessions per week, twice the €400 rate. So a total of €800 per academic year.

The Sports Center will send an invoice for these costs once a year. These are annual costs, so it is useful to include them in your budget. The costs can be found in the subsidy allocation sheets under the heading "own contributions", an example of which can be found here on the right.

Own Contributions	
Performance Training	€ 2.000,00
Recreational Training	€ -
Material	€ -
Total	€ 2.000,00

PT-V

It can also be the case that no professional trainer can be found for your association, or that the choice has been made for a professional trainer - volunteer (PT-V). In the allocated subsidy sheet of your association, you can quickly see for how many hours a PT-V has been allocated. It is important that you keep track of how many hours of training this trainer provides. This cannot be more than allocated, but sometimes it can of course be less.

A PT-V receives €5 per hour, and a factor of 0.4 over the hours to cover the preparation time. The association must send an invoice itself for this. The invoice must clearly state which trainer it concerns and how many hours it is.

Example: a trainer has provided 100 hours of training. This trainer also receives (1.4 x the number of hours) preparation time. This means that an invoice must be sent for 140 hours x €5. This adds up to an amount of €700.

The Sports Center communicates about deadlines for these invoices. The PT-V hours are invoiced twice a year, at the same time as the material subsidy is invoiced. Please be aware that if you are late in submitting an invoice, you will no longer be able to receive a subsidy. This is the responsibility of the association itself.

RT

The recreational trainers (RT) are also often called student trainers. These are trainers who often provide recreational training. It is important for the association to keep track of the hours given by its trainers. An example sheet to keep track of it is on the Google Drive shared with the association.

Every three months the Sports Center will request the student trainer hours. This is important for our administration, and for the eventual return of the Unioncard, fitness card or first aid course.

At the end of the academic year, the totals of the hours given per trainer will be reviewed and it will be determined what they receive in return. The total value of all Union cards etc. is paid to the association. The association must send an invoice itself for this. It is the association's responsibility to transfer this to the correct persons.

Make it easy for yourself and use one way to keep track. Submit the hours neatly every quarter, which will save a lot of work at the end of the academic year.

Material

The association has submitted a material plan for materials. Many associations have this included in their subsidy allocation sheets. This does not always immediately mean that this has been granted. An association will only receive a material subsidy if the total depreciation per year per member is more than €10. This is further explained in the FAM.

For material subsidies, an invoice must be sent twice a year. The subsidy allocation sheets state how much material subsidy has been awarded. This is at the very top under the heading "material summary". Per invoice, 50% of the amount must be invoiced under "financed". So you do this twice a year.

Material Summary			
Total		Financed	
€	3.177,18	€	2.318,57

Accommodation

Accommodation can be divided into two groups, internal and external accommodation. Internal accommodation describes all accommodation at and within the UT. This is planned by the sports coordination and all costs go through them. As an association you actually don't have much to do with that. You can also find out how many hours you have been allocated in the subsidy allocation sheets. The days will not always be 100% up to date, as they are often changed.

External accommodation

You can find out in your subsidy allocation sheet whether your association uses external accommodation. In many cases, the association of the external location receives an invoice for their use of the accommodation, which they must pay before invoicing the costs. The sheets show the amount or total for which subsidy is available. If your amount is higher, you can receive up to the maximum amount of the subsidy, but not higher. For this you will have to talk to the sector representative from the SUT.

External trainer courses

Some associations have an external trainer course listed in their subsidy allocation sheets under the heading 'instruction'. This means that money is available to have a trainer do a certain course. The intention is for the association to arrange the course/training itself and determine who is allowed to do the training. The intention is that after taking a free course, someone will remain active as a trainer with the association for at least 2 years.

The subsidy allocation sheets state how many training courses have been awarded and the maximum amount of the costs that will be reimbursed by the FAM. What it contains is therefore a maximum amount. If you need more training, you will have to divide the money among the trainers, or you can talk to your sector representative.

To receive reimbursement for the training, the association must send an invoice itself. This must state what training was given, what it cost, and to whom it was given.

In short: When and what do I have to send?

Once you've read all this, there are only a few things you need to remember and send information for. Below is a brief summary:

1. PT-V

You must send an invoice for this twice a year (every six months). This must contain the name of the trainer and how many hours he/she has worked. This will give the total amount received. This is €5 per hour plus a factor of 0.4 for preparation time.

2. RT/Studenttrainer hours

A sheet for this has been provided by the Sports Center and can be found in the drive. The association forwards the sheet twice a year (every six months). This contains the name of the trainer, when and how many hours of training were given. At the end of the year, the SUT checks who is entitled to a UnionCard/FitnessCard/First Aid refund. The total amount will be communicated to the associations. The association will send a one-off invoice for this around September/October.

3. External accommodation

The association must invoice the costs incurred for external accommodation from the FAM themselves. You are therefore responsible for periodically sending invoices for this.

4. Material

An invoice for the material subsidy must be sent twice a year (once every six months). This is a fixed amount, so you pay 50% x [amount] and send an invoice for this.

5. External trainer courses

To do this, send an invoice before the last deadline of the year. You do this after the costs for the course have been spent. This therefore depends on when the association gives a course. The association itself is responsible for this, reminders will often not be sent for this.