

**M7 Instruction sheet for applicants for project funding**

Dear applicant,

Thank you ever so much for your dedication. Please keep in mind the following points even BEFORE you apply for funding! Thereby you can save yourself and us a lot of time and problems and everything can go through smoothly. The purpose of this instruction sheet is to help you fill out the application and understand our funding possibilities. The student council isn’t liable for any funding by this instruction sheet.

The procedure

How to apply for funding?

* You can download the application form on our website *stura-md.de*
* Read funding criteria in this instruction sheet carefully
* Fill out full application form and sign it
* Attach detailed finance plan as enclosure (revenues and expenses should amount to zero)
* Send the filled out application form to verwaltung@stura-md.de or hand it to our office staff or postbox in front of our office (building 26) BEFORE the date of your project
* If you want you can attach a concept of your project for better
* The application form should be submitted a week before the next StuRa-Meeting (Thursdays)
* Should you want an advance financing, please let us know when you hand in the application form

What next?

* You will get a confirmation of entry and an invitation to our next StuRa-Meeting (Thursdays)
* If there are questions / problems someone will contact you
* In the StuRa-Meeting you get the chance to tell us about your project (approximately 3 minutes), if you want with a presentation (on an USB thumb drive, not a must)
* Afterwards we will ask you some questions, mostly about financing
* In the end we will vote about the amount of funding and if we want to fund your project

What happens after a positive vote?

* During your project you should make sure to mention the student council as a supporter, for that you can download our logo from our website *stura-md.de*

Billing / Accounting

* If you applied for pre-financing:
* The pre-financing is treated as a loan with no interest which is due 4 weeks after the end of your project
* You should state in your billing which amount of the financing was needed, the balance needs to be paid back within 4 weeks.
* Normal funding: Not later than **3 months** after your project you are obligated to:
* Give us the entire numerical evidence of use (Income/Outcome) with all corresponding bills and receipts (if possible the original receipt, numbered consecutively and matched to the evidence of use)
* Give us an one-side-long report about your project (after the project happened)
* Give us a written and signed confirmation that
* all expenses were necessary and money-conscious and match to the evidence and receipts
* all funding contract and funding criteria were minded
* If the evidence isn’t handed in within 3 months after the project end date, the funding contract expires and money that already has been paid has to be fully paid back
* In exceptional cases we can extend the deadline if you hand in a written explanation
* Please keep in mind when you write your evidence that we only fund so you don’t have loss. That means that you shouldn’t take profits (revenues is ok, just no profit)
* If your project includes rent, purchase of prizes or materials you should seek three offers

Criteria for processing and funding

Processing of your application is only possible if

* Presence of fully filled out and signed application form A7
* Presence of detailed, understandable financial plan that states all income and outcome and compares both and amount to zero (outcome-income=0)
* the finance plan provides a copayment of adequate amount
* it is noted that projects with annual funding have their end date with the end of the budget year

Very important for the student council for funding is:

* a high number of active and participating students
* a high added value for the student body (passive students, audience)
* a high number of participants compared to the applied amount of funding (maximal 50€ per participant, if it is well-justified there can be an exception)
* all faculties should be represented and affected if possible
* the reputation of the OvGU should be lifted
* added value should be created for the location Magdeburg
* the amount of funding should be proportional to other projects
* you should try to acquire funds from other institutions as well, for example faculty councils, sponsors etc.; moreover you have to state all other sponsors and institutions

Specifics

Travel costs

* train and country train tickets are preferred
* if you use private cars, a mileage allowance of 20 cent/km is refunded (max. 130€) if the route and distance is reasonable
* Excursions/ trips inland
* Travel costs (based on mileage allowance or 2nd class train tickets)
* 10€ per day and person, max. 450€ if group
* Excursions foreign countries
* A cultural program is condition for an above average funding
* Max. 130€ per person
* For groups above 10 people max. 1500€ total, this is an orientation

Catering

* Food and beverages can only be funded if it is substantial for the project/event for example a brunch, an intercultural cooking event etc.

Self-commitment of the applicant towards the student council of the Otto-von-Guericke-University Magdeburg

The student council of the Otto-von-Guericke-University Magdeburg (StuRa OvGU) argues in support of a pluralistic and democratic society, in which individuals burgeon freely, give an opinion unfettered and can be different without fear. The StuRa OvGU sees its task in shaping university and society in a way that serves in the previous mentioned sense. Therefore the StuRa OvGU is solid against xenophobia, racism, sexism, anti-Semitism, antiziganism, nationalism, homophobia and any other kind of inhuman and discriminating mindset. Moreover any kind of violence gets refused.

The applicant obliges himself/herself to ensure that the funded project is conform with the values of the liberal-democratic constitution. The applicant confesses oneself with this self-commitment. Funding of projects is depending on observance and can be withdrawn in the event of an infringement or deception. Even the already paid funding can be withdrawn.

The StuRa OvGU raises no claim on completeness of this statement and remarks that the StuRa OvGU is a group with different people with different opinions, beliefs and backgrounds. The StuRa OvGU is always there for you if you have any questions or additions or if you want to discuss something.

**We are an elected council that is obligated to act in the sense of the whole student body, the Otto-von-Guericke-University Magdeburg, sustainable and future-orientated.**

**Because of the points above mentioned we would like you to accept our decision-making.**

**If nevertheless you have any questions or obscurities, feel free to get in touch with us.**