

Otto-von-Guericke-Universität Magdeburg
student council – Postfach 4120 – 39106 Magdeburg

Application Form A7

Funding for projects and cultural events

Event or project name

Applicant's personal information (all mandatory information)

Name

Street

Postcode

Country

Telephone

Email

Bankdaten

Account holder

IBAN

BIC

Bank

To be completed by a member of the Students Council:

Der Antrag wurde in der Sitzung vom behandelt.

Folgende Änderungsanträge und Zusatzvereinbarungen wurden in den Antrag aufgenommen:

Der Antrag wurde

beschlossen.

Abgelehnt.

Nicht behandelt.

Zurückgezogen.

Vertagt auf den mit folgenden Auflagen

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Bewilligte Unterstützung

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Magdeburg, on the

Member of the Students Council

Applicant

Event or project name

Applicant name

Description of project content

Short description/intention of the project (please attach a detailed concept where necessary)

Date/Time

Target audience

expected number of participants

number of which are students

Financial estimate

Please attach a detailed financial budget.

Total costs

Total revenue

Admission fee (students/non-students)

Funding from other institutions

Amount requested from the Students Council

Assessment Tool

Self-assessment of the cultural, academic or study-related value of the project.

Do you require any special support in the implementation or organisation of your project?

Yes, namely

No, thank you.

hereby declare that I am submitting this application solely on my own behalf and that I have informed the Students Council of any other organisation or institution linked to the project and the funding that they have provided.

Instructions

Financial support from the Students Council must always be considered as funding for in the case of losses. For projects with annual funding, the end of the financial year shall be regarded as the end of the event.

If preliminary funding is required, this shall be treated as an interest-free loan that shall become due for repayment 4 weeks after the end of the project or event until it is settled with the Spokesman on Finance of the Students Council.

When this settlement is made, the required amount of the funding in the case of losses must be ascertained and the remaining amount of the loan must be returned to the Students Council within 4 weeks.

We can only pay the funding amount if the statement (for which copies of receipts and invoices shall be accepted) has been submitted to the Students Council within three months after the end of the project or event. If the statement is not submitted the financial support expires. It has to be refunded. In exceptional cases we require a written request containing detailed reasons to be submitted to the Spokesman. We shall not approve any funding applications for projects that aim to acquire or result in the acquisition of credit points in any way.

I have read and agree with the content of the instructions and the formular M7.

Data protection

If this application is rejected, the application and attachments will be destroyed within one week. Upon acceptance of this application and after filing all invoices, this data will be kept for 10 years after the UStG § 14b. After these 10 years, this data will be deleted by the student council at 30.01 of a year. This is monitored by the supervisory authority "Otto von Guericke University" and complaints can be submitted to the data protection supervisor Rita Freudenberg (rita@isg.cs.uni-magdeburg.de). It is also possible to view and correct the own personal data at any time. All personal information must be provided, otherwise this application will be considered invalid.

Pages 3,4 and 5, the financial plan and any other attachments are published on www.wiki.stura-md.de and are publicly available for third parties. The Students Council is obliged to only use the personal data of the Contracting Party for the completion of the Funding for Projects and Cultural Events and if necessary for settlements and accounting purposes.

To return when submitting the bills

Here by we confirm that all expenses were economical, needed and moneysaving. Moreover all stated numbers are true and the same as in the evidence and books. Finally all contract and support criteria as well as all points mad in the information sheer M7 are read and unserstood.

Final report

Magdeburg,

Applicant _____