



Guidelines - application for student funding

Background and purpose

During the operational year 2011/2012 the student union council decided that all student divisions should have the same fee and an application fund was initiated. Five percent of the term fees are reserved for particular ventures at the division. Parallel to this a smaller amount was reserved for student projects (Teknologprojekt).

The purpose of the funding is to enable projects and events that haven't been explored and which lack other financing options. The funding makes it possible for any student with an idea that favors the student life at Chalmers to be carried out. Another purpose is to create more benefits for the student union members.

Current changes

Since the divisions felt that the criteria for applications were tough, that the funds have not been used sufficiently and the student union board found it hard to compare applications due to the ongoing application period rather than a specific deadline. Due to this, new guidelines have been set during 2015/2016. In order to increase the flexibility between student projects and student funding these have been merged and guidelines apply to both.

Funding size

The total amount available is currently 200 000 kr, 100 000 for each semester. If not all of the 100 000 kr is utilized during fall it will be transferred to spring. Remaining money from spring semester will be added to the annual outturn within the union and will not be transferred to the coming operational year.

30 000 kr of the 200 000 are appropriated to primarily promote events taking place at campus Lindholmen. These funds are also evenly divided between spring and fall.

Application Deadlines

There are two deadlines annually, board meetings during spring and fall. Deadline takes place one week prior to the meeting. Dates will be announced on the application website and through other channels regularly used within the union.

Criteria for applications

The following criteria must be met to apply for funding.

Project/event must...

- Lie within at least one of the unions' operational areas: education, student welfare, career or membership services.
- Aim to benefit a majority or all members of the union or student division.
- Be of a developing and value-adding nature.



Application ranking

At each distribution if several applications meet the criteria, the following ranking system applies:

- Events at Lindholmen are favored.
- As many members as possible benefit from the event/project and feel included and welcomed.
- Projects by individual members aiming at members from all divisions are ranked top, then collaborations between divisions and finally individual division projects/events.
- Entirely new events/projects are ranked top, then second time events and last development of existing projects/event.
- Educational and welfare projects that are difficult to find funding for are favored.

Decision basis

In order for the union board to make its decision an application must be handed in to the vice president (VO). Deadlines will be communicated through the union channels during start of semester and on the application website.

Application content

- Full name and division
- Description of event/project containing background, purpose, goal and realization
- Time frame
- Estimation of total income and costs.
 - Specify amount you are applying for and what it covers
- One or more resolves that the board will need to regard, see application template.

The template for decision basis is available on the union website www.chalmersstudentkar.se. The union management team and in particular the vice president welcome questions regarding application or general feedback and brainstorming concerning your ideas.

Outcome

The outcome of the subsequent decision will be sent to the applicant. This contains the actual decision with comments. Applicants will be notified within 14 days at earliest after adjusted record. The board may either approve or reject the application. A smaller amount than applied for may also be approved if the board considers parts of the estimated budget or if applicants will share the funds due to equal ranking.

Disbursement of approved funds

Funds will be disbursed subsequent to the approval and event taking place. Backdated support will not be disbursed. Prior to disbursement a written report and evaluation of the project must be submitted to the vice president along with bank account information. See template for evaluation. In order for funds to be reimbursed material must be handed in no later than 30 days following the event.