# Basis for decision on project [project name]

This template must be filled in by those who wish to start a project within Chalmers Student Union. Details marked in yellow must be removed and be replaced with your own text.

## Background

Tell us about the background for the project. Make sure it is relevant and stresses the importance of the project. Attach relevant documents and details needed.

## Purpose and goal

Make sure that the goal of the project is clear. Describe its purpose and goals.

Questions to answer:

* Why do you want to run the project?
* What is the purpose of the project?
* Why should Chalmers Student Union as an organization run this project?
* What is the membership benefit of the project?
* What is the goal of the project, what are you going to deliver?

## Budget

An estimate of income and costs associated with the project shall be reported here. An explanation must also be given for each budget item. What it is and possibly how many times and people it will be distributed to.

Examples of income are funds from the planned-project-account (6612), external financing / sponsorship or sale of tickets.

Examples of costs are marketing, food / coffee for workshops / educations or cost of premises/rooms/locations.

Budget calculation

It is important that the calculation is reasonable and gives a good overview of the project costs.

|  |  |
| --- | --- |
| **Income** |  |
| Ticket sales | 3 000 |
| Other contributions | 10 000 |
| Funds from the ”project”-account\* | 3 000 |
| **Sum** | **16 000** |
|  |  |
| **Costs** |  |
| Premicis | 11 000 |
| Food & bevarage | 4 000 |
| Marketing | 1 000 |
| **Sum** | **16 000** |
| **Total** | 0 |

\*you apply for this sum from the union board in connection with the project application

## Timeline

Please fill out the project's start and end dates as well as important deadlines during the project.

Include (mandatory)

* Start date for the project
* End date for the project
* Date of reporting to the union board

Include (voluntary)

* Status meetings with the union management contact
* Workshops or other meetings that the project group plans to have

## Contact information

The members of the project group are specified here. It must be clear who the project manager is.

|  |  |  |  |
| --- | --- | --- | --- |
| **First and surname** | **Role** | **Section & year of admission** | **E-mail** |
| Emilia Emilsson | Project leader | e16 | emem@student.chalmers.se |
| Emil Emiliadotter | Project group member | k16 | meme@student.chalmers.se |
| … | … | … | … |