

Otto-von-Guericke-Universität Magdeburg  
student council - Postfach 4120 - 39106 Magdeburg, Germany

### Application Form A7

Funding for projects and cultural events

fields marked with \* are mandatory

#### Event or project name\*

#### Applicant's personal information

Name*	<input type="text"/>
Street*	<input type="text"/>
Postcode*	<input type="text"/>
Country*	<input type="text"/>
Telephone*	<input type="text"/>
Email*	<input type="text"/>

#### Bank data

Account holder*	<input type="text"/>
IBAN*	<input type="text"/>
BIC	<input type="text"/>
Bank	<input type="text"/>

**To be completed by a member of the Students Council:**

The application was dealt with in the meeting of .

The following amendments and supplemental agreements were included:

<input type="text"/>
<input type="text"/>
<input type="text"/>

The application was

- approved.
- rejected.
- not dealt with.
- withdrawn.

Postponed to  with the following conditions

Granted Support

<input type="text"/>
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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\*

**Miscellaneous Remarks**

## Assessment aid

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

Do you wish for/require any special support in the implementation or organisation of your project?\*

Yes, namely

No, thank you.

\* **I 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.**

**Instruction\*** Financial support from the Student Council is always to be considered as a loss support. For projects with annual funding, the end of the budget year is to be considered the end of the event.

If advance funding is required, it is to be treated as an interest-free loan until settlement is received by the Spokesperson for Finance, and is due four weeks after the project or event has ended.

At the time of settlement, it must be determined what portion was needed as loss support, and the balance must be repaid to the Student Council within four weeks.

We may only disburse the funding amount if we receive proof of the use of the approved funds (copies of receipts and invoices are sufficient) within three months of the date stated in the project description. This is also possible by mail as a pdf file attachment. If the proof is not provided, the support will be forfeited and funds already disbursed must be repaid. In exceptional cases, please submit a written request to the spokesperson with detailed justification.

We do not support applications that in any way serve or result in the receipt of credit points.

The terms and conditions of the M7 fact sheet apply.

\* **I hereby certify that I have read the instructions and the M7 and agree with their contents. I am aware that failure to comply with the M7 will also render this application ineligible.**

## **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-Universität" 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](http://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, on the

Applicant \_\_\_\_\_

Otto-von-Guericke-Universität Magdeburg

Studierendenrat – Postfach 4120 – 39106 Magdeburg, Germany

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**Fahrtkostenerstattung (PKW)**

***reimbursement of travel expenses (private vehicles)***

Bitte für jeden PKW einzeln ausfüllen!

*please fill out for each car separately!*

**Persönliche Angaben**

***personal information***

Name / *name* .....

Straße / *street* .....

PLZ / *postcode* ..... Ort / *city* .....

Land / *country* .....

Telefon / *telephone* ..... Email / *e-mail* .....

*Auszug M7 Merkblatt: / excerpt M7 fact sheet:*

*DE: Bei Privatfahrzeugen wird eine Kilometerpauschale (30 Cent/Km) erstattet, sofern die  
Fahrtstrecke nachvollziehbar dargelegt wurde (kein Verschleiß etc.)*

*EN: In the case of private vehicles, a fixed fee per kilometer (30 cents/km) will be reimbursed as  
long as the route is comprehensibly presented (no wear, etc.)*

**Fahrtangaben für Privatfahrzeuge**  
*travel information for private vehicles*

Nr.	Datum <i>date</i>	Start <i>start</i>	Ziel <i>destination</i>	Strecke in km <i>distance in km</i>	Fahrtkosten <i>travel expenses</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
				Summe: <i>total:</i>	

(Bitte als Start und Ziel immer Adressen angeben!)

Hinweis für Projektleiter: Fahrtkostenanträge einzeln durchnummerieren  
*please note (for project manager): number reimbursements of travel expenses individually*

Magdeburg, am .....

*Magdeburg, on* .....

.....

Unterschrift / *signature*