

M7 Information sheet for applicants for project funding

Dear applicant,

We are delighted about your commitment! Please note the following points BEFORE submitting your application in order to prevent avoidable problems and delays in processing your application.

This information sheet is intended to help you complete the A7 application form and understand our funding opportunities.

The Student Council does not commit itself to any funding with this form.

The procedure:

How do I submit an application? **Important:** Before the project!!

1. Download the **A7 application form and the M7 information sheet** from the homepage (<https://stura-md.de/dokumente/formulare/>).
2. Read the M7 funding criteria carefully.
3. **Sign** and complete the application **in all mandatory fields**.
4. Attach a detailed financial plan.
Totals must be calculated for income and expenditure. The income and expenditure sides must be compared (**T-account**). You are welcome to use the templates for this (stura-md.de under Service → Forms).

(You can also ask the spokesperson for finances (finanzen@stura-md.de) for help and support with all the previous steps).
5. Send the application with attachments by e-mail to verwaltung@stura-md.de. (If not otherwise possible, hand in a printed copy at the office of the Student Council, Building 26, Room 002).

Attention, if the eligibility criteria and formal requirements are not all met, the application is invalid! The application cannot be considered.

Submission is always necessary at least one week before the next meeting in order to ensure that the application can be processed at the next meeting. Our meetings usually take place every 2 weeks on Thursdays.

If you require **funding before the date of the event** (pre-financing), please let us know when you submit your application. An informal email or a reference on the application form A7 is possible.

You can also send us your project presentation together with the application by e-mail for better processing.

What happens next?

1. If all documents have been submitted in the correct form, you will receive an **invitation to the meeting** by e-mail. This is usually the next meeting.
2. If necessary or if you have any questions, the spokesperson for finance or the spokesperson for administration will contact you by email.
3. At the meeting, you will have the opportunity to present your project briefly (if possible, no longer than 3 minutes), possibly also with a presentation (please send a file in advance by e-mail, but this is not mandatory).
4. Following the presentation of the project, we will ask you questions about your project.
5. Finally, the members of the Student Council will vote together on the funding.

What happens after approval/acceptance?

When carrying out your project, you should definitely remember to mention the Student Council as a sponsor in your public relations work. You can find our logo on our homepage in the download area. If you have any questions, our spokesperson for public relations will be happy to help you. You can reach them by email at stura@ovgu.de.

If there are any changes to the income side of the project's finances between the funding being approved and the date of the event, an updated version of the financial plan must be sent to finanzen@stura-md.de.

The settlement:

Within a period of 3 months from the date of the event, you are obliged to provide us with the following items:

- a numerical overall statement of use (income/expenditure) with all associated invoices and payment receipts
 - a. preferably in the original,
 - b. numbered consecutively and
 - c. assigned to the individual items in the budget (total proof of use that cannot be assigned cannot be taken into account; invoices according to § 14 ff. VAT; fee contracts only with matching invoice from the payee),

- a one-page factual report, possibly with an appendix on public relations (see template on A7)

- the written, signed confirmation that
 - a. the expenditure was necessary
 - b. the expenditure was incurred economically and sparingly
 - c. the information in the proof of use corresponds to the books and receipts and (see template on A7)

- compliance with and sufficient observance of the contractual provisions and funding criteria, including the points listed in the information sheet on project funding.

Please note: for pre-financing, the deadline for submitting all documents is 4 weeks from the date of the event!

Pre-financing is treated as an interest-free loan, which is due 4 weeks after the date of your project or event. The statement of account must indicate what proportion of the loss support was required, the remaining amount must be repaid to the Student Council within 4 weeks.

If **proof is not provided within the specified period**, the **funding will be forfeited** and any funds already paid out must be repaid in full.

In exceptional cases, an **extension of the repayment deadline** may be granted upon written justification. This must be requested from the spokesperson for finances of the respective institution, in writing or by email

Please note that the Student Council only grants **loss support!** This means Only the loss of the project (income minus expenses) can be funded. Profits will not be funded and will be reduced as part of a pro rata reduction in funding for departments, student councils and the student council.

Deposits, alcohol and other intoxicants are also excluded. One exception here is that student councils are allowed to bring in alcoholic drinks. This can result in a reduction in funding. A deposit item should be created on both the expenditure and income side for a better overview.

Processing and eligibility criteria:

Processing of the application is ONLY possible if:

- A fully completed and signed A7 application form is submitted,
- a detailed and comprehensible cost/financing plan is available, in which income and expenditure are compared and which results in a balanced financial plan (T-account), the items/receipts listed here should be numbered consecutively. Any changes to the financial plan must be reported by e-mail to Finance or the person working on the project,
- **an appropriate amount of own contribution** named in the financial plan as “own contribution” (own contribution is an amount contributed by the project person/group; donations and income, for example from entrance fees, are not own contributions). The own contribution approved at the meeting may not be adjusted downwards afterwards. This change must be reported to Finance by email,
- for long-term project funding, the end of the financial year must be taken into account as the end of the event for projects with annual funding

Special features:

Travel expenses:

- Priority is given to train tickets / country tickets.
- A flat rate per kilometer (30 cents/km) is reimbursed for private vehicles, provided that **the route can be traced (direct routes from the meeting point to the destination, no detours, no wear and tear, etc.)**. You are welcome to use the template on application form A7.

Catering:

- **Funding for intoxicants, nicotine and deposits is not possible.**
Funding for alcohol is only possible for events organized by the student councils and the student council.

Decision criteria of the student council:

Very important when deciding on eligibility for funding is:

- a high number of participating (active) students
- a high added value for the student body (passive students, spectators, etc.)
- a high number of participants in relation to the requested funding amount (maximum 50 euros per participating person, exceptions are possible in justified cases)
- the broadest possible distribution across all faculties of the university
- an increase in the reputation of the OVGU through the funding
- Added value for Magdeburg as a location
- proportionality of the funding amount compared to other projects
- recognizable efforts to attract further supporters and sponsors, e.g. student councils, companies and foundations. In this context, concrete naming of other potential sponsors from whom funds have been applied for.

Self-commitment of applicants to the Student Council of Otto von Guericke University MagdeburgMagdeburg

The Student Council of Otto von Guericke University Magdeburg is committed to a pluralistic and democratic society in which individuals can develop freely, express their opinions freely and all can be different without fear, and sees it as its task to shape the university and society in this spirit. The Student Council therefore opposes all forms of xenophobia, racism, sexism, anti-Semitism, antiziganism, nationalism, homophobia and other inhumane and discriminatory ideas. Furthermore, any form of violence is rejected. Applicants undertake to ensure that the project to be funded is in line with the values of the free democratic basic order. Applicants undertake to comply with this voluntary commitment. The funding of projects is dependent on their compliance and can be revoked or funds already paid out can be reclaimed in the event of non-compliance or deception regarding the intention of the event/project.

The OVGU Student Council makes no claim to completeness and draws attention to the inherent dynamics of these structures. It is available as a contact for additions and questions at any time. We are an elected body that is obliged to always act in the interests of the entire student body, the OVGU and thus also in a sustainable and future-oriented manner. With the above points in mind, we therefore ask you to accept our decision-making process. Should you still have any questions or wish to clarify any ambiguities, please contact us.