



Otto-von-Guericke-Universität Magdeburg

Studierendenrat - Postfach 4120 - 39106 Magdeburg, Germany

M7 Fact Sheet for applicants for project funding

Dear applicants,
we appreciate your engagement! Please note the following aspects before submitting your application in order to avoid unnecessary problems and delay in processing your request. This leaflet is designed to help you complete the application form and understand our funding options.
This fact sheet does not oblige the students council to funding.

The Procedure

How to apply?

- Download the **application form A7 and the fact sheet M7** from the website www.stura-md.de
- Carefully read the criteria for selection (M7)
- **Fill in the application form completely and sign it**
- **Attach a detailed financial plan to your application (income/expenditure)**
- Send the application plus attachment via mail to verwaltung@stura-md.de and if possible

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Tel.: (0391)-67-18971 – Fax: (0391)-97-11421
e-Mail: stura@ovgu.de – verwaltung@stura-md.de – WEB: www.stura-md.de
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submit the printed version to the students council's office. **Important:** Submission is before your project/event took place!

- For better processing, you can also attach the concept of your project/event to the application and hand it in via mail
- **Submission** must not be later than Thursday a week before the next students council's meeting in order to guarantee that your application is processed in time for the next meeting
- If you are in need of a **pre-finance**, please announce so in advance with the submission of your application

What are the following steps?

- You will receive a **confirmation of receipt along with the invitation** to the (next) session
- When necessary or in case of further queries, the spokesperson of finance might contact you via mail
- During the session you have the opportunity to present your project shortly (no longer than 3 minutes), if necessary with a power point (bring along your file on an USB-stick. This is not obligatory!)
- Following the presentation we will ask questions concerning your project
- Eventually the members of the students council will vote on funding your project

What happens after approval?

- Executing your project/event, please keep in mind to name the students council as sponsor adequately in all public relations activities. You can find our logo on our homepage in the download section

Billing:

- with pre-finance:
 - a preliminary funding is treated like an interest-free loan which is due within 4 weeks after realizing your project or event
 - for the billing you have to write down which amount of the granted loss assumption was used, the remaining sum is to be refunded to the students council within 4 weeks

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- in all other cases
not later than 3 months after the end of your project you are obliged to:
 - hand in a numerical where-used list (income/expenditure) along with the corresponding **bills and receipts** (if possible the originals, numbered consecutively and linked to the where-used list)
 - hand in a report of about one page, the public relations activities as attachment are welcomed
 - written and signed **confirmation** that
 - the expenditures were necessary, efficient and economically reasonable and that the indications in the were-used list correspond with the books and vouchers
 - the presented terms of contract and selection criteria, including the information of this fact sheet were sufficiently noted
- In the case that the proof is not handed in within 3 months after realizing the project/event, the approval of funding expires and all funds already cashed out have to be paid back completely
- In exceptional circumstances and with the submission of a written justification, the billing period can be extended
- **Please keep in mind while billing that the students council only grants a loss assumption**
- **In case of lending or buying prizes, materials and the like, it is welcomed to provide 3 offers for each item in order to make your choice of dealer more comprehensible**

Criteria for processing applications and funding

Processing your application is **ONLY** possible if:

- A completed and signed application form A7 exists
- A detailed, **comprehensible** expenses/finance plan exists, in which income and expenses yield a balanced finance plan
- **An earmarked own contribution at an appropriate level is listed in the finance plan**
- For a project with an annual funding is the end of the budget year to be treated as the end of the project/event

Very important for eligibility to the students council is:

- A high number of participating (active) students
- Added value generally for the students (passive students, audience, etc.)

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- A high entry number in relation to the requested sum (a maximum of 50€ per attendee, in justified cases an exception can be granted)
- Representative for as many faculties of the university as possible
- Funding the project/event will increase the reputation of the University
- The project/event will provide added value for the location Magdeburg
- Proportionality of the funding amount compared to other projects
- Evident efforts to find other sponsors, for example Fachschaftsräte, companies, foundations. Add the list of potential sponsors to your application.

Particularities?

Travel expenses

- Train/ regional tickets are preferably funded
- In the case of private vehicles, a fixed fee per kilometer (20 cents/km, a maximum of 130€) will be reimbursed as long as the route is comprehensibly presented (no wear, etc.)
- excursion/trips within Germany
 - travel expenses (oriented towards 2nd class Deutsche Bahn ticket prices or a fixed fee per kilometer
 - 10€ per day per person, a maximum of 450€ per group
- excursions abroad
 - culture program is an obligatory requirement for a funding above average
 - a maximum of 130€ per person
 - in case of more than 10 person, a maximum of 1,500€ is a guideline

Board

- food and drinks can ONLY be funded if it is of content-related importance to the event/project, for example in case of a family brunch, an intercultural cooking event, etc.

Self-commitment of the applicant towards the students council of the Otto-von-Guericke-University of Magdeburg

The students council (StuRa) of the Otto-von-Guericke-University Magdeburg (OvGU) declares itself in favour of a pluralist and democratic society, where every individual is able to develop and express opinions freely, and be different without fear. The StuRa regards it as its duty to ensure an organization of the university as well as society in this sense. Hence, this council stands against all forms of xenophobia, racism, sexism, anti-semitism, antiziganism, nationalism, homophobia and other bodies of thought that are inhuman and discriminatory. Furthermore, any shape of violence is rejected.

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The applicants commit themselves to ensure that the project/event that is to be funded correlate with the values of the free and democratic basic order.

The applicants declare their support to this self-commitment. The funding of projects/events is depending on adherence and can be withdrawn in case of violation or deception with regard to the intentions of the project/event or demanded back if already paid.

The StuRa of the OvGU makes no claim for the completeness of this explanation and refers to the internal dynamics of the structure. The council is always available to be contacted in case of questions or the need for further information.

We are an elected committee obliged to act in the interest of the whole students body, the OvGU and in that sense sustainably and future-oriented.

In light of the before mentioned aspects we therefore ask you to accept our decision.

In case of further queries or to eliminate uncertainties we ask you to contact us for a conversation.

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