

Application for Project Funding

1. Information of applicant

Last name, first name:	E-mail adress:	Department:	Semester:	Martrication number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Project details

Title:

Time period:	Location:
<input type="text"/>	<input type="text"/>

Participants/ cooperations (e.g. students from other departments/ universities etc.):

Formal facts (e.g. kind of project, entrance fee, limited number of participants etc.):

Description of content:

Application for Project Funding

Calculation of costs:

Requested amount of money (max. 500€):

Other (e.g. promotions from other departments etc.):

I read "guidelines for project funding" (page 3 of this document) and, in case of funding, will comply to its conditions.

Location, date:

Applicant's signature:

3. Filled in by AStA

AStA-Sitzung vom:

Bewilligter Zuschuss:

Ergebnis der Abstimmung:

Ja-Stimmen

Nein-Stimmen

Enthaltungen

Bemerkungen:

Guidelines for Project Funding

We will only fund projects the KHBs student body profits from. Since we are not rich, we usually only fund transdisciplinary group projects. We do generally not fund materials or parts of individual works within group projects. Everything in a department's responsibility shall be paid by them, not us. We can make exceptions for free group projects from a single department though, as long as there are more than 10 students involved. Feel free to cooperate with students of other Universities. In such cases, we will gladly share the funding with their AStAs.

Please always check other funding possibilities like Mart-Stam-Stiftung, ASV or funding of the departments. If you get funded from other sources or applied for other funding, we want to be informed in the funding application.

Our funding is a subsidy and not meant to pay a whole project. A maximum of 500€ is granted for one project. For a contract for work and services, 150€ (200€ if the person has to travel). Invoices can be addressed directly to the AStA. If necessary, an application for advance payment can be made. Please plan enough time in advance for contracts for work (First the PDF „Antrag auf Vergabe eines Werk- bzw. Honorarvertrages“ has to be filled out by the respective person. It is then sent to the administration, who prepares a contract. Only when this contract has been signed and returned, the contract is valid. These procedures must take place before the date of the event).

The more detailed your project application is filled out, especially the formal information, the better we can decide on it. This information serves as guidelines. Each application will be decided individually.

In case of funding we expect:

- **You to send us a digital invitation at least one week before the start of the project, so that we can forward it to all KHB students.** Since the AStA money comes from all students, everyone must have the opportunity to experience it. The invitation must be written in such a way that we only have to forward it.
- **All original receipts must be properly attached to the forms provided.** Receipts or copies that are not correctly glued on will not be processed! Under the stairs next to the library you will find the AStA mailbox (at the Prof mailboxes). There you can generally submit documents to us.
- **Materials which are financed by the AStA will be brought to the ReLabs material storage (construction trailer) after the end of the project.** This way the materials can still be used by other students. You will also have the possibility to store more difficult materials such as paints. Please contact the students of the ReLabs for this.
- **Until two months after the end of the project a small digital documentation will be sent to us by mail for publication.** A short text that describes the project well and a few photos are sufficient.