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**Guideline for the allocation of project funding  
through the student body of the University of the Arts Bremen  
dated 06/12/2023**

The student body of the University of the Arts Bremen has the task of supporting the political, social, athletic, and cultural interests of the students. It therefore supports the organization and realization of projects and initiatives by students.

For this purpose, the student body regularly awards grants (project funding) from the student body budget.

The Students' Parliament (StuRa) of the University of the Arts sets the following guideline for the student body based on § 19 of the Student Bodies Regulations (OdS) of 03/16/2022:

**§ 1 Principles**

- (1) The student body provides grants within the framework of the legal provisions, its statutory tasks, and the budget funds available at the time. There is no legal entitlement to the grants.
- (2) The administration of all project grants is carried out by the AStA. The decision on grants is made by the decision-making bodies specified in § 11.
- (3) Grants are generally provided as shortfall financing.
- (4) Based on this funding guideline, all applications are treated equally (principle of equal treatment). Preferential treatment of individual applicants must be ruled out.

**§ 2 Funds**

- (1) The supporting funds of the student body are:
  - a. Funds for the promotion of projects and events organized by students of the University of the Arts who engage in self-organized political, social, or cultural activities outside of the curriculum, and for the promotion of interdisciplinary work and networking among the student body. ("Project Funding")
  - b. Funds for the promotion of campaigns and structures of the organs of the constituted student body or other already existing project groups that have the goal of sustainably developing or maintaining structures of the student body, as well as to carry out measures that directly fulfill tasks of the student body. ("Structural Funding")
- (2) Funds shall be budgeted individually in the student body budget.
- (3) The provisions of this guideline shall apply to all funds unless specified otherwise.

**§ 3 Requirements**

- (1) Eligible applicants are:

- a. For project funding (according to §2 section 1 subsection a): Students of the University of the Arts, as well as graduates, who have completed their degree within one year prior to application.
- b. For structural funding (according to §2 section 1 subsection b): Organs of the constituted student body, as well as committees and commissions, but not the Students' Parliament,  
  
as well as initiatives and project groups, with at least 4 members enrolled at HfK and with a planned project duration of at least 6 months,  
  
but not individuals.

(2) An application for a project is only possible if it does not fall within the implementation period of another project of the same applicant. Only one application per applicant is possible per application cycle.

(3) Applications must be submitted before the start of the project. Projects are considered to have started when financially relevant orders or purchase orders are placed, or expenditures have already been made. A project is also considered to have started if the university has already issued invitations to any events related to the project.

(4) Grants will only be processed based on complete information according to § 4 and a cost calculation. All expected income (including personal funds and third-party grants) and expenses must be included in the cost calculation.

(5) Applications can only be made for the financial shortfall resulting from the cost calculation. It is not possible for the student body to provide funding in excess of the shortfall.

#### **§ 4 Application**

(1) Applications must be submitted in writing to the AStA. Applications should be submitted via the AStA website.

(2) The following application deadlines apply:

- 01 April
- 15 May
- 01 July
- 01 October
- 15 November
- 01 January
- 15 February

The collection of applications by the respective deadlines allows for a comparison and collected processing of the applications, as well as the targeted public announcement of the funding opportunity.

(3) Applications must include the following information:

- a. Title of the project
- b. Responsible party for the project (group / department / committee)
- c. Project period
- d. Responsible applicant (first and last name, address, telephone number, e-mail address)
- e. Other involved individuals and/or participants
- f. Intended target group or audience, if applicable, limit on the number of participants
- g. Project description, purpose, goals pursued (max. 1/2 A4 page)
- h. Statement as to which tasks of the student body according to § 2 of the student body regulations will be fulfilled with the project
- i. Cost calculation (income and expenses)
- j. Any collaborative partners and other funding sources
- k. Application amount
- l. Confirmation of acceptance of this funding guideline and of the financial student body regulations

### **§ 5 Criteria**

(1) Only projects that directly or indirectly fulfill one or more of the following objectives (tasks of the student body in accordance with § 2 of the Student Body Regulations) are eligible for funding:

- b. participation in social and economic self-help and the mediation of appropriate services for students
- d. in awareness of the responsibility towards society, the promotion of political education of students
- e. supporting students' athletic and cultural interests
- f. maintaining connections with student organizations and student bodies at other universities, including supraregional and international ones
- g. promoting the integration of foreign students
- h. promoting cooperation with other social groups or their organizations within the framework of the tasks of the student body according to § 45 section 2 BremHG (Higher Education Act of Bremen)
- j. providing particular support to all students who form initiatives to represent the interests of disadvantaged people at the university.

According to § 4 section 3, it must be explicitly stated and explained in the application which of these goals are being pursued with the project.

(2) In addition, projects must meet the following criteria in their implementation:

- a. The project must involve at least 10 students of the HfK or be aimed at at least the same number. Any participants or audience members are considered as participants.
- b. Any event formats, workshops or excursions must be advertised publicly to the university at least one week in advance. All students must be given the opportunity to register or participate. A limitation of the number of participants is permissible.
- c. Free admission for HfK students to events is desired. Charging admission for sponsored projects must be justified.

(3) Excluded are:

- a. Projects that are already financed from the student body's budget (principle of subsidiarity)
- b. Commercial projects, i.e. projects that have the sustained aim of generating a private profit
- c. Measures that are carried out solely out of individual interest and do not have a sustainable effect on the student body
- d. Study projects, study-related activities, or theses, as long as they do not meet the above criteria to a particular degree and do not go beyond the scope of an individual project
- e. Projects that receive (commercial) sponsorship without explicit approval.

### **§ 6 Reference requirement**

(1) The applicant is obligated to indicate in publications and advertisements that the project has been funded by the AStA or the student body.

(2) The following logo must be used for this purpose:

- a. for Project Funding (according to §2 section 1 subsection a):  
«Sticker für Projektförderung»
- b. for Structural Funding (according to §2 section 1 subsection b):  
«Sticker für Strukturförderung»

(3) Alternatively, one of the following references must be used:

a. for Project Funding (according to §2 section 1 subsection a):

- "This project was supported by the student body of the University of the Arts Bremen within the framework of a project funding." Or
- "This publication was supported by the student body of the University of the Arts Bremen within the framework of a project funding." Or
- "This event was supported by the student body of the University of the Arts Bremen within the framework of a project funding."

b. for Structural Funding (according to §2 section 1 subsection b):

- "This project was supported by the student body of the University of the Arts Bremen within the framework of a structural funding." Or
- "This publication was supported by the student body of the University of the Arts Bremen within the framework of a structural funding." Or
- "This event was supported by the AStA of the University of the Arts Bremen within the framework of a structural funding."

### **§ 7 Report, Specimen Copies**

(1) The applicant is obligated to report to the AStA in writing after the implementation of the project about the appropriate use of approved and disbursed funds (1/2 to a maximum of 2 pages). Contributions about funded projects in publications of the AStA (e.g. newspaper, newsletter) are encouraged.

(2) The report will be used by the AStA to account for project funding provided. The AStA reserves the right to publish the report or excerpts thereof.

(3) A specimen copy of publications, event posters, and other communication materials must be submitted to the AStA.

### **§ 8 Duration, expiry**

(1) The maximum approval period is 6 months. The approved funds expire one month after the end of the approval period.

(2) A one-time extension by a maximum of five months is possible upon application. Applications for extension must be submitted to the AStA resp. StuRa before the end of the approval period.

(3) Approvals are valid beyond the budget year, if necessary, but no longer than until the end of the next budget year. Funds not approved or claimed during the current budget year shall be available for further funding in the respective fund. Approved but unclaimed funds from the previous year shall be transferred to the reserves of the student body.

### **§ 9 Exclusion of liability**

The applicant releases the AStA from all subsequent claims of third parties that exceed the approved funds. This applies in particular to taxes and duties.

### **§ 10 Implementation, accounting**

(1) The approved funds will only be disbursed upon presentation of original receipts or invoices. Advance payment of approved funds shall not be made as a matter of principle.

(2) The receipts must be submitted no later than one month after the end of the appropriation period. An extension of the deadline may be requested in writing to the Finance Department. Applications received after the deadline will not be considered.

(3) Furthermore, the provisions of the financial student body regulations apply in their respective valid version, in particular:

1. all funds are to be used economically and efficiently. (§ 15 section 4 OdS)
2. all receipts and expenditures are to be documented. (§ 15 section 5 OdS) A receipt is usually an invoice or receipt from a supplier. In the case of income (e.g. donations), a cash count protocol (K1) or a cash report (K2) is considered as a receipt. Receipts and invoices must be checked for arithmetical and factual correctness upon receipt and signed by the budget officer. Reimbursements of expenses or payments without vouchers are excluded.
3. orders or purchase orders to the debit of the student body require approval. Legal transactions (contracts) require the signature of the AStA Executive Board.
4. Movable inventory items with an acquisition value of 100.00 or more must be included in the inventory list of the student body. (§ 13 section 7 OdS)
5. purchases of 150.00 or more require 3 comparative offers. (§ 13 section 8 OdS)
6. in the case of expenses for events and excursions, a list of the participants must be kept, or comparable proof of the measure must be provided.
7. Hospitality is financed with a maximum of 3€ per person / day for excursions of more than one day or events 15€ per person / per day, if they are directly related to the fulfillment of the tasks according to § 2. (e.g. trainings, seminars, political education, during the orientation week). A list of the people entertained is to be enclosed with the receipts. (§ 13 section 10 OdS)

(4) Items subject to inventory (100€ acquisition value or more) remain the property of the student body, unless otherwise specified in the grant. The (temporary) transfer of items to the applicants is to be agreed upon with the AStA board. Unless otherwise agreed, items are returned at the end of the grant period.

(5) Contracts (e.g. purchase orders, fee contracts, contracts for work and services) require the signature of the AStA board.

### **§ 11 Decision-making bodies, decision**

(1) Based on the criteria of this guideline and the available funds, the following decision-making body decides on the approval:

- a. For project funding (according to §2 section 1 item a):  
The Students' Union (AStA)
- b. For structural funding (according to §2 section 1 item b):  
The Students' Parliament (StuRa)

(2) Members of the decision-making bodies are not entitled to submit applications. Any bias on the part of members of the decision-making bodies shall be reported by them.

(3) The conduct of meetings of the decision-making bodies complies with the rules of procedure of the student body regulations.

(4) All ordinary applications shall be treated equally. An evaluation according to the date of receipt ("first come, first serve") does not apply.

(5) Contrary to section 3, sentence 1, the applications are differentiated according to the associated department (art and design or music) to ensure an equal distribution of funding between the departments. Approvals for projects of one department are not allowed to exceed 2/3 of the total volume of the fund.

(6) Appropriations should be divided equally between the two semesters, unless otherwise specified in the budget.

(7) The maximum amount of funding per application amounts to

- a. 400 for the project funding (according to §2 section 1 subsection a).
- b. 2,000 for structural funding (according to §2 section 1 subsection b).

However, a grant cannot exceed the budget limits stipulated in section 4 and section 5.

(8) Decisions or rejections of the decision-making bodies shall be communicated to the Finance Department. Approval shall be granted by the Executive Board of the AStA in accordance with § 15 section 2. The right of veto of the Finance Department according to the student bodies regulations remains unaffected.

(9) Decisions should at least contain information on the amount of funding and, if applicable, on the period of approval in accordance with § 8. Project-specific conditions may be determined with the decision if necessary to ensure feasibility and/or eligibility for funding.

## **§ 12 Further Duties of the AStA and the Decision-Making Bodies**

(1) The AStA is required to regularly publish information on the project funding, the guidelines, as well as information on the application process in a generally accessible manner.

(2) The project funding program as well as the projects funded so far shall be announced at least once every semester.

(3) In principle, the Finance Department is responsible for the supervision of the project funding program. It supports the above-mentioned decision-making bodies in the fulfillment of their tasks.

(4) The AStA or the presidium of the Students' Parliament shall convene meetings of the decision-making bodies at the latest within 2 weeks after the application deadline. For these meetings, the provisions of the rules of procedure of the student body apply. The decision-making bodies decide on applications by simple majority.

(5) Approvals or rejections of applications should be communicated to the applicants in writing, at the latest 2 weeks after the decision. The Executive Board of the AStA resp. the StuRa presidium forwards the decision via official notice.

(6) The permit shall contain at least the following information:

- a. Amount of the allowance
- b. Call-off term or end of the funding period

- c. Information on the withdrawal of funds and note on the validity of the financial regulations of the Student Body
- d. Reference to any possibility of follow-up applications
- e. Any stipulations
- f. Reference to the possibility to appeal against the approval
- g. Information on ownership of procured items.

(7) The AStA is obliged to request all necessary information, evidence and reports from the applicants. Applicants have the right to correct any deficiencies in the application or in the report within one week. The AStA is obliged to block the funds in case of persistent deficiencies. The Students' Parliament acts as an arbitration panel in case of disputes.

(8) The use of funds shall be accounted for in the annual audit.