New rules concerning the ‘Project grants’ from the start of the academic year
2018-19 onwards.
As approved by the Student Council of 22nd of May 2018

**Aim of project funds**
The aim of the project funds budget is to support new projects which

- expand the range of leisure and entertainment opportunities and educational activities available to VUB students.
- are innovative and ambitious in nature;
- promote the appeal of the VUB and/or of Brussel as a college city;
- enhances the wellbeing of students and improves their connectivity above existing networks

**Applicants**
Every VUB student or recognised student association can submit an application for project funds.

**Timing**
Applicants can submit their application twice a year through the student portal site. Exact deadlines will be announced on this portal.

Every application that does not meet the deadline will be taken into consideration for the next one.

**Requirements for project funds**
Applications may be submitted both for initiatives that are yet to take place and for projects that have already taken place in the past six months.

To qualify for grants from the project funds, the application must meet the following general requirements:

- the project or the activity must be open to the VUB student population;
- the application must be submitted by a VUB student. He/she may do so on behalf of a society of which he/she is a member.
- the application does not cover educational activities, unless the total costs thereof are paid for at least 66.6% by the programme in which the activity is offered and that remaining costs are usually carried by the students
- for the same type of activity, the maximum number of grants that may be applied for from the project funds budget is three;
- the application is to include a budget estimate, which provides an appropriately detailed run-down of the planned expenditures and revenues;
- the activity is not allowed to pursue a profit.
- the application contains motivations for the criteria which count in a marked balance

**Criteria to approve a proposal**
Following criteria will be considered in the evaluation of an application:

- where an activity is promoted in multiple languages, the activity should allow that participants who speak (only) one of these languages can also actively participate;
- the innovative and ambitious nature;
- the appeal of the VUB and/or of Brussel as a college city;
• costs for participants and/or entrance
• consideration of ecological aspects
• elements that enhance the wellbeing of students
• interdisciplinary nature or elements that connect above existing networks

**Award procedure for grants from the project funds budget**

The Grants Advisory and Appeals Committee treats the applications 2 times per year, shortly after the application deadlines. The Committee establishes whether or not the application meets the requirements.

If the application meets the requirements, the applicant or his representative is invited to clarify the application at the meeting of the Grants Advisory and Appeals Committee at the time the application is on the agenda.

After the applicant has further clarified matters, as applicable, the Grants Advisory and Appeals Committee awards points based on the following concurrent rules of allocation:

- **Attendance**
  - <20 participants: 1 point
  - 20-100 participants: 3 points
  - >100 participants: 5 points

- **Language of communication**
  - Dutch: 1 point
  - English: 1 point
  - Dutch + English, French and/or German: 3 points

- **Location**
  - at and around the campus where the society operates (including the VUB’s halls of residence or the halls of residence with which the VUB has an agreement in place, and the cafés around Etterbeek railway station and the Brussels Health Campus): 1 point
  - outside of Brussels or at a VUB campus other than the campus where the society operates: 2 points
  - Brussels: 3 points
  - abroad: 4 points

- **Nature of activity**
  - culture and sports: 3 points
  - games and studenty: 1 point
  - educational: 3 points

- **Miscellaneous**
  - Ecological aspect: 2 points
  - Free admission: 1 point
  - Innovative (subject to motivation): 1 point
  - Interdisciplinary or connecting existing networks: 2 points
  - Improving wellbeing: 2 points

The Grants Advisory and Appeals Committee converts the number of points into a sum:

- 0 to 7 points: € 150
- 8 to 13 points: € 300
- >13 points: € 500

The Grants Advisory and Appeals Committee may put forward a motivated sponsorship proposal that exceeds the amounts specified above, or less, whilst also proposing additional implementing rules.

The Grants Advisory and Appeals Committee sends the Student Council a motivated opinion.
The Student Council decides on whether or not a grant from the project funds is to be awarded further to a motivated opinion from the Grants Advisory and Appeals Committee. The Student Council can award maximum half of the annual budget after every call.

**Implementation of a subsidised project**

The implementer of a subsidised project or a sponsored initiative is to make sure:

- that he can corroborate that all communications carry the specification ‘with the support of the Student Council’;
- that a financial report is prepared, showing how much profit or loss the project or initiative made or incurred.

The claim to the approved budget ceases to apply in each of the following situations:

- if the subsidised project or sponsored initiative brought in a profit in excess of € 75;
- if the supporting documents of a subsidised project or a sponsored initiative fail to be handed in within two months further to the end of it to the Student Information hub;
- if the extra requirements imposed by the Student Council fail to be observed.

**Project funds budget – pay-out of the grants**

Pay-out is transacted only upon completion of the project or initiative if it has been established that all requirements were duly complied with.