

## Regulations for awarding project grants - student facilities (culture)

### What criteria must your project meet?

1. The grant can be requested by a UHasselt student who is enrolled with a diploma or credit contract at UHasselt or a faculty at UHasselt.
2. Student associations and clubs are excluded from applying for a project grant. Recognised associations are already entitled to a biennial subsidy as well as a cultural allowance for associations.
3. An association that has undergone a recognition procedure 'test period Association Document article 5§1', cannot qualify for a project grant.
4. An association whose recognition has been cancelled in implementation of the "Verenigingsdocument artikel 12 §2, 7° " does not qualify for a project grant.
5. Students who are members of and/or affiliated to the association or club mentioned in paragraph 2 or 3 may submit an application if the activity is organised without a link (means of identification: logo, ...) to the association or club.
6. The logo of UHasselt Student Services will be placed visibly on all promotional materials of the activity.
7. There is a maximum of one project grant per organised activity.
8. There is a minimum of 25 participants in the activity of which at least 2/3 are full time registered students of UHasselt.
9. A student can submit a maximum of one application per semester.
10. The project grant amounts to a maximum of 300€ per application.

### For which costs can you apply for a grant?

The project grant can be requested for activities that belong to one of the below described activities of Student Facilities as stipulated in Codex Higher Education article II.348:

- \* nutrition
- \* social services
- \* medical and psychological services
- \* transport
- \* ecological goal
- \* sports
- \* culture.

The following costs are eligible for the grant:

Costs for preparation, organisation, announcement and follow-up of the activities.  
for example: a cooking workshop, comedy night, free stage, ...

The following costs are not eligible:

Costs for goods or services with a personal final destination, costs that are already covered by other funding channels or by sponsorship. Costs that are not directly related to the activity will not be taken into account when awarding the grant: purchase of alcohol and tobacco, individual transport, ...

Activities excluded from the application for a project grant:

- \* curriculum-related activities
- \* party
- \* cantus
- \* TD
- \* pub crawl
- \* Ski trip
- \* Trip to a music festival.

This list is not exhaustive.

### **Where can you submit your application?**

**At least three weeks before the date of the event**, you have to send in your application via your student portal > my requests > student services - culture > project grant.

Please clearly specify the event name and provide all practical details, including the **date**, **location**, **type of event**, and the **target audience**.

### **What happens after you apply?**

The applications received will be submitted to and examined by the Student Facilities Service. You will be informed of the decision in writing within 10 days.

A grant for annually recurring projects must be applied for each year.

### **What do you do if your application is approved?**

If a grant is approved, you provide the service with an overview of all the legal documents to substantiate the costs: invoices, tickets, statement of expenses,....., at the latest 10 days after the activity.

Only when the file is complete will the subsidy be paid.

Contact us:

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Student Facilities Service