

**HOW DOES THE PROJECT FUNDING WORK?**

Applications can be handed in from the start of the open call until deadlines. The department for cultural affairs organizes the constitution of a jury to go through the applications and decide the distribution of funds. The proposals for distribution will consequently be discussed in UV meeting and informations on funding will be announced after the meeting. The highest possible sum of funds, which can be applied for at student union's project funding, is 750 €. As an average 10 projects will be funded per semester, since we have to work with limited finances and want to give support in a reasonable frame. Please respect the deadlines at the ends of the semesters, so accounting and documentations can be handled in time and payout can be carried out.

**WHICH PROJECTS CAN BE FUNDED?**

- Projects and art, which show one or more of the following aspects: genderqueer, anti-racist, anti-discriminatory, feminist, participative;
- Projects and art, which work sustainably and resource-friendly;
- Projects and art, which contain approaches to networking between members of the academy and other institutions, collectives and groups
- Vouchers must be dated within the current financial year (starting from 1<sup>st</sup> of July of 2013), so projects which have recently ended can also be funded.

**WHICH PROJECTS CANNOT BE FUNDED?**

- Projects, which take place in the framework of a seminar or are organized as class projects (according to us they should be financed by the Academy)
- Projects with party political character or taking place in the context of events with a mostly party political character
- Projects with a predominantly commercial character or taking place in the context of events with a predominantly commercial character
- Projects, which are adequately financed by institutions(galleries, museums, cultural institutions)
- For periodic publications you can apply for other student union fundings

**WHO CAN APPLY?**

Everyone inside and outside of the Academy can apply for project funding. There must be one applicant for group projects. Per semester, person and type of funding one application is possible.

**HOW DOES THE APPLICATION WORK?**

Please hand in the following documents in the office of student union (postbox department for cultural affairs):

- Filled in form
- Detailed description of the project (texts, drafts, pictures, plans, synopsis, storyboard, etc., schedule, participants, persons addressed, relevance for students, connexion to student union of Academy of Fine Arts)
- Complete cost listing with all expenses of the projects, earnings, fundings (applied for as well as permitted), cooperations, gains.

Applications, which do not show the amount and the exact aim of the support applied for, will not be considered.

After the decision-making process you will be informed about granted sums via e-mail.

Deadlines for handing in your applications:

**Winter semester: 15<sup>th</sup> of February of 2014**

**Summer semester: 15<sup>th</sup> of April of 2014**

Form, guidelines and other information can be found: [www.oehakbild.info](http://www.oehakbild.info) or in student union's office (Schillerplatz 3, Raum E5, +43 (1) 588 16-3300. MO – THU 10 – 14 WED 15 – 19 )

## **HOW DOES PAYOUT WORK?**

If you get funded, bills, vouchers, invoices etc. Have to be presented to the department for financial affairs. These must be dated within the current financial year. If this is not possible, we ask you to apply for funding the following year. Only costs, which are already listed in the application can be paid out.

If you have any questions concerning payout, please contact the department for financial affairs:  
oehfinanzreferat@akbild.ac.at

Please present the following documents to department for financial affairs:

- Refund form (signed)
- Relevant bills (originals) showing product and location with sum and VAT
- Please present a detailed documentation of the finalized project (photos, website, results, reflections, reactions to the project, follow-up activities, etc.) to the department for cultural affairs. Projects funded by student union will be shown in an online archive, which will be accessible to others. All publications, which were produced in the course of the project in question (brochures, flyers, posters, recordings, etc.) are to be attached. If this final report is not presented, the granted means will be forfeit.

**Payout is only possible after handing in the documents listed above!**

Deadlines for handing in bills, documentation and refund form:

**Winter semester: 01.04. 2014**

**Summer semester: 30.06. 2014**

## **FURTHER INFORMATION:**

Material costs: generally funded.

Equipment rental: only funded if not provided by the Academy.

Equipment purchase: only funded if not provided by the Academy. If the costs are more than 100 Euro, the equipment will be considered student union property after the project has ended.

Space rental: generally funded. Please consider spaces at the Academy or other cheap or free of charge rooms and give reasons for your choice.

Publications: not profit-oriented publications will be favored. For periodic publications you can only apply once, otherwise you can apply for funding in the context of other student union fundings.

Travel and transport costs: Please submit price proposals from 3 different providers. Please try to find the cheapest solutions. Unjustified travel expenses and tourism will not be supported. Accommodation bills cannot be accepted. Meals (restaurants, fast food, super markets, etc.) will not be supported.

Conferences, seminars, symposia: Will be supported only if the information and experience accumulated will be shared with others afterwards (workshop, project, exhibition, seminar, article, etc.)

Fees and invoices: Only third-party fees and honoraria will be supported. Please give reasons for your need of third parties.