

GUIDELINES FOR THE PROMOTION AND SUPPORT OF PROJECTS OF AND BY THE STUDENTS' UNION (FUNDING GUIDELINES)

I. Principles

(1) The Students' Union of the Academy of Fine Arts Vienna supports projects that are carried out by students and deal with topics relevant to students as well as political projects that deal with socio-politically relevant topics. Funding can only be applied for for the entire project and is only granted for specific project areas. The funded project areas must have clearly billable expenses.

(2) Not eligible for funding from the Students' Union:

- Fees or personnel costs, unless the specified service cannot be provided by the project team at all
- alcoholic beverages and pork
- festivities
- periodically published printed works
- academic theses for the award of an academic degree (e.g. bachelor's theses, diploma and master's theses, dissertations)
- courses and excursions with the exception of student-organized courses
- projects that benefit student factions, lists or campaigning groups of the Federal and University Student Representation, political parties and their sub-organizations

(3) It is not possible to fund projects and activities that have already been carried out at the time of application (receipt of mail). The project may only be in the planning phase at this time. The total amount of funding for an individual project of a student may not exceed 500 Euro, for group projects 1.200 Euro.

(4) The funding criteria also apply to student projects and projects that are not supported financially, but only with rooms and infrastructure.

(5) Study representations and the University Student Representation are bound by the funding guidelines.

II. Political Focus

(1) Only projects that are in line with the political self-image according to para. 2 of the Statutes of the Students' Union are eligible for funding.

(2) Funding is provided in particular for projects that deal with anti-racism, anti-discrimination, anti-fascism, anti-anti-Semitism, anti-capitalism, social justice, ecological sustainability and climate protection, queer*feminism, post-colonialism or decolonization as well as freedom from discrimination, which are to be preferred to projects with a different focus if the budget in the 'project funding' funding pot is potentially exceeded.

(3) Projects or events for which admission is charged can be funded with a maximum of 10% of the total budget of the event.

(4) An amount of the budget in the funding pot to be decided by the mandataries of the University Student Representation and the study representations shall be reserved for projects dealing with anti-racism.

(5) An amount of the budget in the funding pot to be decided by the mandataries of the University Student Representation and the study representations shall be reserved for projects dealing with FLINTA* topics.

(6) Study representations can be subsidized with a maximum of 900 Euros.

III. Applicants

(1) Applicants for project funding are natural persons who are students and legal entities that are partly supported by students with project plans or bodies and mandataries of the Students' Union.

(2) As a student body of the Academy of Fine Arts Vienna, it is particularly important to us to support those students who would otherwise find it difficult to afford to carry out their own projects. Social need is therefore an important criterion for eligibility. The guidelines of the Social Fund (Appendix I of the Statutes) are used for this purpose.

IV. Project Applications

(1) The application must be submitted informally to oeh@akbild.ac.at or, in the case of a student-run project, to all mandataries. All documents must be submitted in typed form; handwritten documents will not be considered.

The following points must be addressed in the application:

1. External data of the project managers and their employees

- Name of the project
- Name, address, telephone, e-mail, university, field of study, matriculation number (or personal identification number)
- Employees, with all the above details
- IBAN, BIC, account holder:in

The account holder should be the same as the applicant. If the account holder is different from the applicant, the applicant must provide a written explanation. If an association or legal entity has been specified as the account holder, proof (extract from the register of associations, etc.) must be attached and a brief description provided.

2. Project Description

- Subject of the project (e.g. study, event, etc.)
- Methods of carrying out the project, project organization, etc.
- Target group of participants
- Expected number of participants

3. Comprehensive written description, which should include the following

- Relevance for students
- Reason for carrying out the project
- Objectives of the project
- Expected results

4. Timetable

- Presentation of the work concept
- Project phases
- Project completion

5. Cost analysis, financing plan

- Expenditure: Total cost breakdown with all detailed costs of the project (personnel and material expenses)
- Income: Funding (applied for and approved) from other institutions, advertising cooperations. If a detailed cost plan is not yet available, planned expenditure and income and requested support must be shown in a contingency list. Applications that do not show the amount and exact purpose of the requested support will not be processed.
- Statement as to whether donations will be received and, if so, to whom they are to be donated.

6. Further Information

- Literature used
- Contacts to other institutions
- Planned publications
- Desired cost unit dedication
- Further information, if applicable

(2) Only complete applications will be processed. The applications are forwarded by email to the mandataries of the University Student Representation and study representations.

V. Project Handling

(1) The awarding of funding for project applications is the responsibility of the respective body (Chair and Head of Office for Economic Affairs: up to 1.800 Euro, University Student Representation, study representations). Individual artistic projects can only be funded by study representations, who decide according to their financial possibilities.

(2) The implementation of financial decisions is the responsibility of the Office for Economic Affairs. The Office for Intersectional Political Practices is responsible for monitoring the content of projects funded by the University Student Representation.

(3) The project applications received will be dealt with at the next meeting of the responsible body. Only complete applications can be dealt with.

(4) The responsible body may decide the following:

- the approval by consensus of an application that was not submitted on time
- the amount of funding or the rejection of a project
- which expenses of the project are funded
- conditions for the funding of a project (e.g. the awarding of free tickets, an entertainment or security concept, etc.)
- to obtain more detailed information on a project applied for
- the approval of subsequent changes to the project plan of projects that have already been completed
- the submission of interim reports
- to cap the planned budget in certain time periods
- to issue an improvement order to the applicant.

(5) The Office for Economic Affairs shall:

- carry out the processing of the grant

- refuse to disburse the funding if the conditions, the provisions of the HSG, the guidelines or regulations of the Control Commission and the provisions set out in points V, VI, VII and VIII are not complied with
- refuse to fund projects if the budget of the funding pot has already been exhausted
- inform the Chair of the refusal to disburse funding
- communicate with the applicant through whom the project was applied for.

VI. Accounting and Implementation Principles

(1) The project shall be carried out and accounted for in accordance with the provisions of the Students' Union Act in accordance with the principles of expediency, economy and efficiency as well as truthfulness and easy controllability. In justified cases, it is possible to deviate from the rules of procedure.

(2) Only costs that are listed in the application shall be invoiced. A change in the costs or the project in general must be announced immediately. The approved cost breakdown and schedule are binding. No cost reallocations can be made without a decision. If the financial or time frame of a project is exceeded, the Students' Union must be informed before the project is exceeded.

VII. Payout

(1) The promised funds will only be paid out under the following conditions:

- Compliance with the guidelines and the conditions imposed
- Submission of the original receipts for the approved funds
- Accounting of the overall project (breakdown of actual income and expenditure)
- Indication of bank details (IBAN, BIC, account holder)
- Submission of the reports listed in point VIII. In case of doubt, the Students' Union reserves the right to request copies of receipts for project expenses not financed by the ÖH. If the money is not to be paid out to the project leader, an authorization from the project leader must be issued so that the money can be received by another person.

(2) The project must be settled after completion of the project, but in any case before the end of the financial year (June 30 of the respective year). Otherwise, the entitlement to the grant will lapse.

VIII. Reports

(1) A final report must be prepared on each project, providing information on the progress, content and events of the project. All publications (brochures, flyers, posters, photos, etc.) published in connection with this project must be attached to this report. In the event of failure to submit a final report or a gross deviation from the submitted project description, the promised project funds will be forfeited without exception. If a gross discrepancy between the project description and the final report is identified during the settlement process, the final decision must be dealt with by the responsible body or committee.

(2) A version of this report, including images, shall be published on the University's website. The Office for Public Relations is responsible for the publication of projects funded by the University Student Representation or the Chair; for projects funded by the student representations, the study representations must provide the Office for Public Relations with materials.

IX. Naming the Students' Union

- (1) In and on all media related to the project, there must be an indication that this project is supported by the Students' Union of the Academy of Fine Arts Vienna.
- (2) (2) Where logo strips can be used (brochures, flyers, posters, etc.), the lettering "ÖH Akbild" and the official logo must be used. Both must be placed in the bottom right-hand corner of the publication (cover page). Print templates are available online at <https://www.oehakbild.info/downloads>. The lettering and logo may only be changed with permission!
- (3) If the naming of the Students' Union is not carried out in accordance with the guidelines, the project funds will be forfeited without exception. All printed materials (brochures, books, etc.) must be marked on the first inside page with the note "Project funded by ÖH Akbild".