



## Guide to applying for the VIA Student Council's Pool

Every year, the VIA Student Council's Pool grant DKK 100,000 in support of initiatives, efforts, and events initiated by local students' councils throughout VIA. Distributions of DKK 50,000 each take place twice a year. The funds are distributed democratically amongst the local students' councils that have applied on time. The regulations of the Pool can be found here: <https://www.via.dk/-/media/VIA/om-via/raad-og-udvalg/studenterraadet/vedtaegter-studenterraadets-fond-2021.pdf>

### Who can apply?

Local students' councils at VIA on study programme specific as well as campus level can apply for the VIA Student Council's Pool. This means that initiatives relevant to student politics, such as PR, merchandise, lectures, talks, events, etc. may be granted funds. Social associations, such as party committees, Friday bar committees, sports associations, etc., cannot apply for the funds, but are asked to apply for VIAVAR's Pool instead.

### What can you apply for?

You can apply for funding for social activities/projects. This includes events, materials, refreshments, academically relevant talks, etc.

Examples of former applications that have been awarded support from the VIA Student Council's Pool:

- Wooden shelter for overnight stays for online students and for use by student teachers from the specialisation module Udeskole (outdoor school) at the Teaching programme in Nørre Nissum
- Merchandise, such as T-shirts, candy, tote bags, etc., for the promotion of the Social Work study programme's students' council at Campus C
- A Soundboks speaker for the local students' council at the Randers campus, which can be borrowed by classes and committees for teaching and social events and which also functions as PR for the council
- Talk with occupational psychologist Kurt Lilleør and a war veteran about the impact of deployment on everyday life and returning home from deployment. Organised by the Occupational Therapy study programme's students' council for all students at Campus Holstebro.
- Pizza event for all students to promote the local students' council at Campus Holstebro

### What can you not apply for?

The funds may not be used for alcohol, narcotics, or objects that may encourage this, such as ashtrays and lighters. Therefore, applications for such like will be rejected.

### How do you apply?

You apply by filling in the application form, which can be found at <https://www.via.dk/om-via/raad-og-udvalg/studenterraadet>

If you have any questions about the application form, please contact the VIA Student Council. Contact information can be found below.

### How are the funds disbursed?

Once you have been approved for a grant, the funds are generally disbursed in one of two ways:

- 1) The funds are transferred to the bank account (Danish Company Registration Number) given by submission of application or afterwards.

- 2) The funds are transferred directly to your study programme or campus management, which will pay costs by agreement with the applicant.

### **Budget**

When applying, there must be a budget as well as specific offers and prices for whatever you are applying funding for. If the budget is not considered sufficient, the application may be rejected on the basis of this.

### **Documentation**

It is a clear requirement for receiving the funds that the grant recipient is able to document that the funds have been used in accordance with the original application. In connection with audit at VIA, documentation of the use of the funds must be presented upon request for up to two years after disbursement of the funds.

### **When can you apply?**

You can apply all year up until the next deadline. The deadlines for applying are 15 March and 15 October, respectively.

### **When do you receive a decision on your application?**

All applicants will receive a written decision on their application no later than 1 April and 1 November after the application deadline.

### **When can you expect to have the funds disbursed?**

Applicants can expect to have the funds disbursed within 3-4 weeks after the application deadline if all information needed for the disbursement have been given in the application.

### **Who distributes the funds?**

Applications for the Pool are assessed by the board of the VIA Student Council. The board consist of the serving student board of the VIA Student Council.

### **How are the funds distributed?**

The board of the VIA Student Council assess whether the amount that has been applied for can be granted in full, partially, or if the application must be rejected based on the criteria.

### **What are the criteria for being granted the funds?**

Generally, the applications will be weighed individually based on a number of criteria, which are stated randomly below:

- Geographical consideration in order to ensure that the funds benefit students throughout VIA.
- Consideration of how many students will benefit from the funds.
- Funds that are not for operation costs but for individual projects/events that are non-recurring.
- Contribute to strengthening the work within the local students' councils, socially or academically.
- That the funds can contribute to engaging more students in student politics.

### **Who to contact in case of questions?**

Please write: [studenterraadet@via.dk](mailto:studenterraadet@via.dk)