# Guide to searching means from the VIA Student Council’s Fund 2022

Each year, the VIA Student Council’s Fund grants 100.000 kr. as assistance for projects which are initiated by local students’ council. Every six months, there are 50.000 kr. in the VIA Student Council’s Fund, which are granted between the student’s council’s which have sent an application on time.

**Who can apply?**

Means from the VIA Student Council’s Fund can be applied for, by the local student’s council (DSR) at VIA, both on programme- and campus level. This means that the means cannot be granted for study social organizations, such as party committees, Friday bars, or sports clubs, which are associated with VIA.

**What can you apply for?**

The means can be applied for study political activities/projects. This can be events, material, provisioning, academic presentations etc.

Examples of applications which earlier have been granted support of the VIA Student Council’s Fund:

* Shelter of wood for overnight stays for net-students, along with employment of the teacher students in the specialization module Udeskole (outdoor schooling), and the teacher programme in Nørre Nissum.
* Merchandise such as T-shirts, candy, tote bags etc. to promote the Social Counsellor students’ council on Campus C
* A Soundbox for campus-DSR in Randers which can be rented by teams and committees on campus for education or social events, and which also functions as PR for the council.
* Presentation with business psychologist Kurt Lilleør and a war veteran, about how it affects everyday life to be deployed and to return after a deployment. Arranged by the Occupational Therapist’s DSR and for all students at Campus Holstebro.

**How can you apply?**

The application form on page 3 is filled out and sent to [studenterraadet@via.dk](mailto:studenterraadet@via.dk). It is always a good idea to contact [studenterraadet@via.dk](mailto:studenterraadet@via.dk) before the application is sent, in order to get the best possible application that is in accordance with the criteria.

**How are the means payed out?**

When you have been granted a funding, there are overall three ways to handle the payment of the means.

1. The applicant holds onto the expenses and get a refund afterwards.
2. The means can be paid as an account in advance, with the demand that receipts and balance sheets are handed in at least 7 days later.
3. By the use of EAN nr., where the VIA Student Council’s Fund directly pays for the expenses.

This is determined in dialogue with the receiver, after the granting has been pledged.

**How do you render an account?**

It is a premise for the granting that the receiver can document that the means have been used cf. the original application, and that you can send a balance sheet with all *original* receipts/appendixes in accordance with the granted amount, with a refund form, which you will be forwarded as soon as possible after the granting has been received, or no later than 1 August (if you have received granting in the spring) and no later than 1 January (if you have received a granting in the autumn).

If this has not been done, or if the received documents are not estimated to be sufficient by the VIA Student Council’s Fund’s committee, the consequences of the lacking documentation will be determined in dialogue with the receiver, the relevant local management and representations for the VIA Student Council.

**When can you apply?**

You can apply all year until next deadline, but the deadlines for application, which are determined in the Fund’s bylaws, are: 15 March and 15 October.

**Who distributes the means?**

The means are distributed by the VIA Student Council Fund’s committee. The fund’s committee is the sitting student committee in the VIA Student Council, and consists of a president and vice president, the two representatives in the board at VIA, the two international representatives who are elected at the general meeting, and two representatives from each campus who are elected locally.

**How are the means distributed?**

It is up to the VIA Student Council Fund’s committee, to decide whether the applications can be approved, receive a smaller amount than what was applied for, or not receive a grant. Each application, which does not receive a grant on all of the applied amount, will receive a written explanation.

Overall, the applications will each be weighed from a set of criteria, which are stated below in a non-prioritized order.

* Geographical considerations, so that the means benefit VIA’s students in all of VIA
* Consideration regarding how many students the application will benefit
* Applications which are not running, but time-limited projects that do not reoccur
* Contributes to strengthening the work internally in the local student’s council – socially or academically.
* Whether the application can contribute to engaging more students in the student political work

**When do you get a response on your application?**

For the deadline on 15 March and 15 October, you respectively get an answer on 1 April and 1 November.

**Who can you contact, if you have questions?**

Write to studenterraadet@via.dk

# Application form to The Student Council at VIA’s Fund

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| **Name(s), e-mail and phone number on the applicant(s):**  *Insert name, e-mail and phone number on the applicants.* |
| **Organizer:**  *Insert the name on your DSR, along with potential collaborators in the project.* |
| **Activity:**  *Describe the activity that you wish to arrange.*   * *Purpose* * *Content* |
| **Economy:**  *Both the arrangement’s and the council’s economy.*   * *Obtain special offers and specific prices for what you wish to receive means for.* * *There has to be attached a balance sheet over the council’s economy.* |
| **Applied amount:** |
| **Participants:**  *Write here who are invited to participate in the arrangement – is it only for DSR, is it for everyone etc.* |
| **Motivated explanation for application:**  *Tell us why this exact project should be supported by the Student Council at VIA’s Fund.* |

**Send to:** [studenterraadet@via.dk](mailto:studenterraadet@via.dk) – Remember to state which of the two deadlines that is applied to – 15/3 or 15/10.