



Guide to applying for VIAVAR's study social fund

Every year, VIAVAR distributes DKK 300.000 in support of social initiatives, projects and events initiated by local student social associations on campuses throughout VIA. Three times a year, funds of approximately DKK 100,000 are awarded. The funds are awarded democratically among the associations that submit an application in time.

Who can apply?

Student social associations & committees at campus or education programme level with affiliation to VIA can apply for VIAVAR's fund. This means the funds can be awarded for student social initiatives, such as party committees, food clubs, Friday drinks, sports associations, and so on. The Student Councils (De Studiepolitiske Råd, DSR) and individual groups on an education programme are therefore ineligible to apply for funding from VIAVAR.

What can you apply for?

You can apply for funds for social activities/projects. It could be events, materials, refreshments, professional presentations, etc.

Examples of applications that have previously been granted funding include:

- Renovation of the Friday drinks bar at Campus Herning as well as an expansion of the equipment for the Friday bar such as tablets for handling boxes etc.
- Starting-up a board game committee at Campus N in Aarhus, so students could have an opportunity to attend board game events
- A course with Kim Andersen to teach students at Campus Silkeborg dance and singing games as well as a ukulele course

What can you not apply for?

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

How do you apply?

An application is made by filling in the application form, which is available at via.dk/viavar

If you have any questions about filling in the form, you are welcome to contact VIAVAR. Contact information can be found below.

How are the funds paid out?

Once you have received a grant, funds are generally paid out in one of two ways:

- 1) The funds are paid to the account number given upon submission of application or thereafter. Funds can be paid out to a Danish CVR (**Company Registration Number**) or CPR (**Personal Identification Number**) number.¹
- 2) The funds are paid directly to your education programme, which can bear the expenses as agreed with the applicant.

¹ However, the preference is for funds to be paid into an association account, as no tax on income/turnover is paid on an association account.

If no account information is available within 30 days after the application has received a reply, the allocation of funds will be withdrawn.

Budget

When submitting an application, it must include a budget as well as specific quotes and prices for what you are applying for funding for. If the budget is not perceived as adequate by the representatives, the application may be rejected on this basis.

Documentation

It is a clear precondition for the awarding of funds that the grant recipient can document that the funds have been used in accordance with the original application. Upon auditing in VIA, documentation of the use of the funds must be presented upon request up to two years after the payment of the funds.

When can you apply?

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

When do you get an answer to your application?

All applicants will receive a written decision on their application no later than the first working day of the month following the application deadline.

When can you expect to receive funds?

Applicants can expect to receive the funds within 3-4 weeks after the application deadline, if all information for payment is given in the application.

Who distributes the funds?

Applications for funding are assessed by VIAVAR under the unit Studieliv. VIAVAR has one to two representatives from all of VIA's campuses who have been selected due to their involvement in the study social committees locally at their campus.

How are the funds awarded?

Representatives from the various campuses award the VIAVAR funds. They assess whether the amount applied for can be granted in full, in part or whether a refusal must be issued on the basis of the criteria.

What are the criteria for being awarded funds?

Overall, each application is weighted based on a number of criteria, as are outlined below in a non-priority order:

- Geographical considerations so the funds benefit VIA's students throughout VIA
- Consideration of how many students will benefit from the funds
- Funds that are not for operation costs, but individual projects/events that are not recurring
- Contributes to strengthening the community locally on an education programme, campus or in a local association – socially or academically and professionally
- That the funds can help to engage more students in student social events and associations.

Who should you contact if you have questions?

Please write to: viavar@via.dk or contact Study Environment Coordinator Christian Bremer Hansen by email cbha@via.dk