



POLITECNICO
MILANO 1863

STUDENT CULTURAL AND SOCIAL ACTIVITIES CALL Year 2024

Having regard to the Regulations for the establishment of the Register of University Student Associations and for the financing of the self-managed student cultural and social initiatives at the Politecnico di Milano and having ascertained the availability of funding, the terms and conditions for applying for funds intended for student cultural and social initiatives are set as follows:

from 6th to 20th of November 2023 at 9.00 AM

Funding may be requested for initiatives to be carried out in the period **February - 20 December 2024**.

Subject to the availability of funds, it is planned to reopen the terms, from 6 to 20 May 2024 to submit new proposals to be held in the period 1 September - 20 December 2024.

The reopening dates may be subject to changes due to institutional requirements.

1. APPLICANTS

Applications are open to:

- a) Student Associations and Student Lists registered on the University Register;
- b) Groups composed of at least 50 students properly enrolled at the Politecnico (for the regional campuses, this number is reduced to 20).

2. TYPES OF INITIATIVES THAT CAN BE FUNDED AND APPLICATION FORMS

Student groups may apply for funding for initiatives belonging to the following categories:

- TRIPS AND TOURS
- CULTURAL ACTIVITIES
- SPORTS ACTIVITIES
- TECHNICAL EQUIPMENT - Applications can be made for technical equipment for cultural/recreational initiatives, **as long as it is strictly necessary and indispensable for such activities to be carried out.**

The application **forms** (in editable pdf format) are available on the university website at:
<https://www.polimi.it/en/campuses-and-services/sport-and-leisure/associations-and-cultural-activities/students-cultural-activities-and-trips>

Form legend:

| FORM | TO BE USED FOR |
|--------|--|
| Form 1 | Applications for trips and tours |
| | Applications for sports activities with transport costs |
| Form 2 | Applications for cultural activities |
| | Applications for sports activities without transport costs |
| | Applications for technical equipment |
| Form 3 | Planned Expenses |
| Form 4 | List of initiatives funded in 2023 |
| Form 5 | Formal statement |
| Form 6 | Template - Staff t-shirt for associations' cultural events |
| Form 7 | Notes on self-managed sports activities |

3. APPLICATION PROCEDURE

To ensure you submit your funding application correctly, please follow the procedure as described below:

Step 1: Description datasheet

- For each initiative for which you are applying for funding, you must complete a **DESCRIPTION DATASHEET** pre-prepared in Microsoft Forms and available at:
<https://forms.office.com/e/SDTwfhUA6r>

The description datasheet must clearly highlight the elements useful for evaluation by the Permanent Students' Committee (CPS) on the basis of the evaluation criteria indicated in paragraph No 7 'EVALUATION'.

- Within each descriptive sheet, for each initiative, you should also upload Module 3 (renaming it Module 3 - initiative name), which should include: a breakdown of the expenses to be incurred, the total cost of the initiative, and the corresponding estimates in the order listed in the budget plan., please note that all estimates must be on the supplier's letterhead and addressed to the responsible student indicated in Modules 1 and/or 2, except for online estimates for which a screenshot is required, showing not only the amount but also the name of the website. Any documents that do not conform to the above instructions will not be considered.

Step 2 (for groups only): Collection of signatures

For Student Group applications, using a Microsoft Forms form, the group must collect at least 50 signatures (20 for the campuses other than from Leonardo and Bovisa) from the students who intend to support the initiatives presented. The form for signature collection must be requested by the Group Representative by writing to eventistudenti@polimi.it indicating the final and full name of the group. A Microsoft Forms link shall be sent to the Group Representative, who shall forward it to be read and signed by all those who wish to support the initiative. The Group Representative may view updates of the signatures collected independently and at any time. Please note that the deadline for the collection of signatures is **20th November at 9.00 AM**; after this date, the form will no longer be available.

Step 3: Completion and sending via e-mail

After completing steps 1 and 2, the application must be sent via e-mail to eventistudenti@polimi.it attaching:

- Form 1 and/or Form 2, duly completed
- Form 4 only for the lists/associations/groups that received funding through the previous call (this documentation does not need to be presented in the case of reopened applications for the call);
- Form 5 for Student Groups only.

The e-mail must be sent from a Politecnico di Milano institutional e-mail and must be sent by:

- a) For Representation Lists: Legal representative
- b) For Associations: Chairperson
- c) For Groups: Representative

Please also note that:

- the subject of the e-mail must be: ‘Bando attività culturali 2024 - name of the List/Association/Group.’
- All forms attached to the e-mail (see above) must be renamed adding the name of the List/Association/Group.

Please note that at the time of sending the e-mail, the documentation must be complete and steps 1 and 2 must be completed. No additions and/or changes shall be either requested or accepted after the project has been sent.

It is specified that the submission process is considered complete only with the sending of the email containing the above information within the deadline for the application closure.

4. GENERAL PROVISIONS AND INSTRUCTIONS

1. Failure to carry out the initiative within two months of the date indicated in the project shall result in the revocation of the funding, unless a justified request for a further extension is received via e-mail at eventistudenti@polimi.it. Please note that the deadline for carrying out the initiatives is 20 December 2024.

2. For each initiative for which funding is requested, the maximum funding available, calculated on the basis of the indications in paragraphs 5.3 and 6.4, shall already be indicated under the item 'amount requested'.
3. The representatives of the lists/associations/groups must check in advance the feasibility of each initiative, including whether all the conditions for holding it (authorizations, agreements and terms of payment with suppliers, etc.) are met. When requesting quotes, the representative must check whether the suppliers accept deferred payments with respect to the provision of the service. Otherwise, the representative shall have to consider the possibility of advancing the invoice payments and subsequently request reimbursement or shall have to select another supplier.
4. For initiatives that, by their nature, envisage a restricted number of participants – for example: courses, shows, events, trips and visits – participants must be students at the Politecnico di Milano, including Erasmus students, students on single courses and PhD students.
5. The maximum funding for any costs relating to advertising on social media (e.g. Facebook/Instagram) is EUR 50.00 per initiative.
For printing advertising material (e.g. posters, flyers and/or other) funding may be awarded for printing costs only, up to a maximum of EUR 400.00 (VAT included) for each initiative. No funding shall be awarded for graphic designs.
6. Any form of advertising (e.g. posters, brochures, handouts, banners, websites, social networks etc.) even if not included in the Planned Expenses, must include the following words: **“Initiative realized with the contribution of Politecnico di Milano”**.
The initiative must also be published in the PoliTamTam newsletter following the guidelines and calendar found on the platform.
7. The use of the Politecnico di Milano logo is not allowed, but you may include the statement "Association accredited by Politecnico di Milano" in promotional materials. Failure to comply with this provision will result in the immediate loss of funding.
8. The purchase of T-shirts and sweatshirts **for the initiative staff only** falls within the fundable items. Such purchases must comply with Form 6 and must be approved by the office before they may be produced.
9. The funding of stickers and gadgets is excluded.

5. SPECIFIC INSTRUCTIONS FOR CULTURAL AND SPORTS ACTIVITIES

1. For guest speakers at conferences and conventions coming from Italy, flat-rate fees may be awarded of between EUR 200.00 gross per event and a maximum of EUR 500.00 gross per event for outstanding personalities.
For speakers from abroad, these amounts may be raised to between EUR 400.00 gross per event and a maximum of EUR 700.00 gross per event for outstanding personalities. Guest speakers must have an Italian tax code in order to receive compensation.
The CPS shall undertake the assessment for awarding the minimum or maximum amount, based on the evaluation of the project of the initiative and the curriculum vitae of the speaker.

Within the limits established above, you may also request the reimbursement of guest travel or accommodation expenses, with the submission of receipts, excluding food.
Fees shall not be awarded to teachers, students and staff from the Politecnico.

2. For events involving prizes, the expenses are admissible only up to a value of EUR 60.00 per capita, for a maximum total of EUR 300.00 for initiatives with estimated funding (excluding the prize) of up to EUR 1,500.00.
For initiatives with funding exceeding EUR 1,500.00 (excluding the prize), the admissible expenses for prizes can be at most 20% of the funding, for a maximum total of EUR 1,000.00.
3. For initiatives which, by their nature, involve the participation of a predefined number of students (e.g. courses or sports activities), the maximum contribution that can be requested for each student is EUR 50.00. In the event that the initiative covers several days or is particularly complex, the Permanent Student Committee may allow a higher cap, up to the limit of € 100.00.
4. For sports events, the expense for medical/health insurance must always be envisaged, which must be specifically indicated in the description datasheet and in the Planned Expenses. The insurance agreement must be uploaded among the quotes. In the absence of insurance, the application for funding for the activity in question shall be considered inadmissible. For sports tournaments (volleyball, football, beach volleyball, basketball, etc.) you are recommended to ask all participants to produce a medical certificate of fitness for non-competitive sports.
5. For printing new student newspapers, the maximum annual funding is EUR 2,500.00 (including VAT); while for newspapers already funded previously, the maximum annual funding is EUR 5,000.00 (including VAT). This means that, if within one year there are multiple editions of the same newspaper and the first edition of the publication already received maximum funding, no other funding shall be awarded.
6. Funding shall not be awarded for food, beverages and products necessary for their administration. The distribution of food and/or beverages during an event or activity must be indicated in the description datasheet of the individual initiative and must obtain prior authorisation from the CPS.
7. For all activities that take place within the University premises beyond 9:00 PM and/or on weekends, and for all activities that involve internal costs (such as cleaning, audio/video assistance, material handling, security desk extension, lectern disassembly, etc.), it is necessary to request a quote by sending an email to eventileonardo@polimi.it or eventibovisa@polimi.it (depending on the campus in question) with all the project details (date, time, room specifications, expected number of people, required services). The received quote should be included in the budget plan.

Such an email does not constitute a reservation of the spaces, which will need to occur following the potential approval of the initiative.

No advance emails will be required for events that do not involve costs and services.

8. In the case of funding requests for technical equipment, if future purchases are planned, an annual or biennial development plan should be attached and uploaded within the descriptive sheet. It is specified that the equipment list must always be kept up to date and made available for any requests by the Community Life and Merchandising office or The Students' Permanent Commission.

It is emphasized that all funded technical equipment will remain at the disposal of the entire Politecnico community and must be made available whenever requested by the aforementioned Service.

SPECIFIC INSTRUCTIONS FOR TRAVEL

1. The technical organisation of funding applications for trips and tours – with the exception of tours in Milan or in another of the cities home to Politecnico campuses – must be entrusted to a tour operator or travel agency, whom you must contact for a quote. This quote must clearly indicate the individual costs (e.g. transport, driver meals, etc.) which must include appropriate medical and health insurance for the full duration of the trip, which must be specifically indicated in the description datasheet and in the planned expenses. The insurance agreement must be uploaded among the quotes. In the absence of insurance, the application for funding shall be considered inadmissible.
2. All cost items must be entered separately in the planned expenses, including those resulting from a single quote. (For example, if a single quote of EUR 2,000.00 is issued that covers the costs of transport, meals for the drivers and admissions to a museum, these items must be entered separately in the planned expenses). Funding cannot be awarded to cover the costs of food and accommodation for participants and therefore cannot be included in the planned expenses.
3. The quote for admissions to museums and exhibitions can be replaced by a legible copy of the price list in force on the date of submission of the application.
4. With regard to the funding awarded for each participating student, the following maximum limits are established:

| MAXIMUM FUNDING PER CAPITA | |
|-----------------------------------|----------|
| DAYS | € |
| 1 day both on and off site | 50 |
| 2 days | 60 |
| 3 days | 90 |
| 4 days | 120 |
| ≥ 5 days | 150 |

Calculation of days:

If the departure time is set for later than 7 pm, the day of departure will not be counted for the calculation of the contribution, in the same way if the return time is set for earlier than 7 am, the day of return will not be counted.

Examples:

CASE A equivalent to 5 days

Departure Thursday 6.30 pm
Return Monday 7.30 am

CASE B equivalent to 3 days

Departure Thursday 7.30 pm
Return Monday 6.30 am

CASE C equivalent to 4 days

Departure Thursday 7.30 pm
Return Monday 7.30 am

6. EVALUATION

Precedence will be given to applications received from registered Lists and Associations. The Students' Permanent Commission assesses the proposals based on the following general criteria:

- a) Initiative cultural quality;
- b) applicant's organisational commitment, and the activity self-management nature;
- c) number of students that the proposal can involve, including off-campus, international and disabled students;
- d) consistency between the project and the spending plan proposed for its implementation;
- e) implementation, publication and quality of the activities performed by the Lists, Associations and Groups that have obtained funding in previous years.

No consideration will be given to the following applications:

- a) projects whose development, organisation and management is entrusted exclusively to external bodies;
- b) activities that have already been carried out or are being carried out;
- c) lack the requested documentation;
- d) submitted after the deadlines set out for the project.

The results of this call shall be communicated exclusively to the institutional e-mail address of the students designated as project managers and deputy managers. The list of approved projects shall also be published on the university website.

Director of Campus Life
Dr Chiara Bianca Pesenti

Digitally signed pursuant to CAD - Legislative Decree 82/2005 and subsequent amendments and additions, Art. 21, par. 1.

For information:

'Community Life and Merchandising Unit'

e-mail: eventistudenti@polimi.it