

Guidelines of the Studierendenwerk Thüringen for the promotion of students' cultural activities

1. Funding purpose

Funding is provided for projects by student cultural groups and individuals to facilitate cultural, intercultural, and sporting activities by students for students, considering local and regional conditions. The applicants must be students at the universities serviced by the Studierendenwerk Thüringen.

The Studierendenwerk Thüringen grants funding on application in accordance with these guidelines and the funds available within the Studierendenwerk's budget.

The funds are to be used economically and in accordance with the purpose stated in the application.

The applicant has no legal claim to the granting of funding.

2. Requirements for funding, purpose, and financial support

Projects by students for students are funded, which are not or only to a small extent related to the degree programs and academic achievements of the applicants, i.e., are organized in their free time.

Furthermore, only projects that are organized and carried out on a voluntary basis can be funded, i.e., the applicants/organizers must not receive a salary for their work in the project.

The character of events and projects must consider the politically, religiously, and legally neutral position of the Studierendenwerk Thüringen as a non-profit institution.

All project dates as well as information relevant to the press must be sent to the Cultural Office no later than a fortnight before the event.

The Studierendenwerk Thüringen reserves the right to conduct spot checks of the events/projects. For this purpose, the employees of the StW are to be granted free access to the events/projects.

Incomplete and/or incorrect information will result in rejection - after verification, even at a later date.

The Studierendenwerk Thüringen is an important promoter of student cultural activities and would like to be perceived as such in the public. Therefore, the approved funding is associated with the expectation to publish our logo in all advertising-relevant materials.

3. Funding as grants and passive (non-financial) cultural support

Costs resulting directly from the project may be recognized as eligible expenses.

The following activities are eligible:

- Projects for the mediation and stimulation of individual artistic activities and in all fields of mainstream culture
- Encouraging sports activities of student groups

- Projects of major public interest
- Cultural and artistic workshops that are not related to a degree program or associated with a major
- Initiatives for the integration and independent cultural activities of international students as well as for the promotion to meet other cultures

Not eligible are:

- Events/projects with a commercial background (esp. parties)
- Events/projects with the main objective of political or religious activities
- Events/projects that accompany the degree program or that can be classified as clearly related to the field of study
- Graduation parties and semester kick-off events
- Expenses for food and beverages, catering, etc. can only be approved in exceptional cases (e.g., for intercultural cooking events)
- Transport, postage, and office expenses

Non-financial support:

Projects of student cultural work can be passively supported by rent-free room allocation in facilities of the Studierendenwerk Thüringen and provision of materials. Please contact the staff of the cultural office for this purpose.

4. Procedure

The complete application for funding (including signed and fully completed application form, project description and budget) must be sent by mail or email to the following address:

Studierendenwerk Thüringen
 Kulturbüro
 Philosophenweg 22
 07743 Jena
kultur@stw-thueringen.de

Applications must be submitted at least two months before the start of the planned project. Applications not submitted by the deadline may result in rejection.

5. Approval

The funding is awarded after consultation with a decision-making body consisting of the Managing Director, the staff of the Cultural Office and an elected student representative.

Approval can also be obtained for partial amounts.

The funding is transferred at the same time as the notification of approval is sent (by post or email), i.e., before the project begins.

6. After the completion of the project: Submit where-used list as proof

The complete list proving the use of funds is provided when the following documents are submitted and are available:

1. Project report
2. Financial proof for the entire project
3. receipts for the culture-supported funds (copies of receipts)

4. appropriate documentation of the project by submitting supporting documents (posters, flyers, photos, CDs, catalogues, etc.)

The proof of use must be submitted to the Cultural Office of the Studierendenwerk no later than eight weeks after the end of the event/project without being requested to do so. The deadline for submission is stated on the notification of approval and must be adhered to. Exceptions are only possible after prior consultation with the Cultural Office.

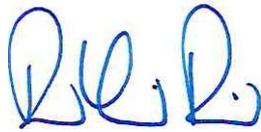
Should not all funding have been spent, the remaining amount must be repaid to Studierendenwerk Thüringen. Please contact the staff of the Cultural Office for this purpose.

Late or non-submitted as well as incomplete proofs of use result in the reclaiming of the entire amount of funding. This excludes any further funding of the project.

7. Validity

The guidelines are valid from the date of the decision of the Administrative Board.

Jena, 25 June 2021



Dr. R. Schmidt-Röh
Managing Director