

# STUDENT CULTURAL AND SOCIAL ACTIVITIES CALL 2021

Having regard to the Regulation for the establishment of the Register of University Student Associations and for the financing of cultural and social initiatives self-managed by students of Politecnico di Milano and having ascertained the financial availability, the timescales for submitting applications for funds to be used to implement student cultural and social initiatives are fixed as follows:

**from Tuesday 3 November to Friday 20 November 2020**

Subject to the availability of funds, the reopening of the timescales is scheduled, **from 10 to 21 May 2021 (by 1:00pm)** for submitting new proposals to be carried out in the period 1 September 2021 - 31 December 2021. In view of the student elections, the reopening dates may be changed.

## APPLICANTS

Applications may be submitted by:

- a) Student Associations and Lists registered on the University Register;
- b) Groups consisting of at least 50 students duly enrolled at the Politecnico (for other campuses that number is reduced to 20).

## TYPES OF INITIATIVES THAT CAN BE FUNDED

Funding may be requested for initiatives belonging to the following categories:

- TRIPS
- CULTURAL ACTIVITIES
- SPORTING ACTIVITIES
- TECHNICAL INSTRUMENTATION (strictly linked to the conduct of the primary activity of the association or strictly necessary for the conduct of the initiative)

## METHODS OF SUBMISSION AND CONTENT

Applications must be submitted by sending an e-mail to [eventistudenti@polimi.it](mailto:eventistudenti@polimi.it) using only the specific form - trips or cultural activities - available on the University website:

<https://www.polimi.it/en/services-and-opportunities/associations-and-cultural-activities/students-cultural-activities-and-trips/>

For applications relating to sporting activities and purchase of technical instrumentation, the cultural activities form should be used.

The email must strictly be sent from the Polimi institutional email address and must be sent by:

- a) Lists: Legal manager
- b) Associations: President
- c) Groups: Representative

It is also specified that:

- the subject of the email must be clear: 2021 cultural activities call - name of the List/Association/Group;
- the form must be completed digitally and renamed, adding the name of the Group/List/Association;
- for each activity, a pdf file must be sent, including all documents requested in the point entitled "the applications must contain" below;

- the content of the files must follow the order of priority of the initiatives, more specifically, for each initiative, the descriptive sheet, cost plan and quotations must follow the order indicated in the cost plan.

### The applications must contain:

- the indication, in order of priority, of the initiatives for which the contribution is requested, specifying the date of conduct and, for trips, the duration in days;
- the designation of a student - and a substitute - responsible towards the University and third parties for everything relating to the due implementation of the initiative;
- for each initiative, the detailed descriptive sheet, which must mandatorily state:
  - a) the objective of the project
  - b) the promotion plan of the initiative
  - c) the indication of the number of students potentially involved
  - d) the place of performance of the initiative
  - e) the amount of any participation fee requested from participating students
  - f) specifications on the presence of sponsors - if envisaged
  - g) specifications on the distribution of food and drink (methods, type of product distributed, place of distribution) - if envisaged
- for each initiative, the cost plan and the respective quotations sent to the student responsible on the supplier's headed notepaper;
- the Curriculum Vitae in European format of the speakers, artists and professionals for whom remuneration or a reimbursement is envisaged;
- in replacement of the paper form known as "SUPPORTING SIGNATURES to request funding for cultural and social activities, or student-managed trips for the year 2021" normally used for this purpose, we have prepared an online form available at the link below:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=K3EXCvNtXUKAjjCd8ope62kdibxIW91Fm9JxefpsLZIUNkhYNIZKOFBVOUNGS1hFQ0tXRUpTVkhMWi4u>

To collect the signatures, each group representative must share the link with the students intending to give their support. It is important to communicate to the students the exact name of your group and to specify that they must indicate that name on the form.

The preferences indicated by students must be sent directly to the office and as a result you must not attach signatures to the applications. We remind you that it is necessary, however, to sign the 'Formal statement' present on the website. The form does not have to be completed for Lists and Associations registered on the register.

For those who have received funding one or more times with the previous call, the following must be attached:

- an overall **conclusive report** of all initiatives carried out and even those not carried out, specifying the motivations. In support of that report, 4 photos for each initiative carried out should also be sent;
- the **list** of activities and/or trips financed in the year 2020.

That documentation is not necessary for the reopening of the call.

### GENERAL PROVISIONS AND INDICATIONS

- Any failure to implement the initiative within 30 days from the scheduled date involves the revocation of the funding, subject to any extension authorised by the Community Life and Merchandising Office at the latest by 31 December 2021.
- The managers must check in advance the feasibility of each initiative, including the existence of all conditions (authorisations or otherwise) allowing it to take place.
- For initiatives that involve, by their nature, a restriction on the number of participants - such as, for example, courses, trips and visits - only and exclusively students of Politecnico di

Milano, including Erasmus students, those enrolled on single courses and PhD courses may participate.

For the printing of posters and leaflets, only the typography costs are paid, up to a maximum of €600.00 (including VAT). Costs for graphics projects are not paid.

Any form of advertising (e.g. posters, brochures, handouts, banners, websites, social network posts, etc...) even if not included in the cost plan, must contain the following sentence: **“Initiative realized with the contribution of Politecnico di Milano”**.

The initiative must also be promoted by being published in the PoliTamTam newsletter following the guidelines and the calendar present on the platform.

- The use of the Politecnico logo is permitted only subject to prior authorisation to be requested at the email address [eventistudenti@polimi.it](mailto:eventistudenti@polimi.it)  
Any failure to respect that provision involves the immediate loss of the contribution.
- The purchase of t-shirts for **staff involved in the initiative** is included among the funded costs. The same must bear the Politecnico logo on the front (size 27 cm) and the name of the Association/List/group on the back; the title of the initiative does not have to be included. The t-shirts must respect the sketch provided by the Community Life and Merchandising Office and must be approved in advance by the same before production.

#### **SPECIFIC INDICATIONS FOR THE ACTIVITIES**

- For speakers at conferences and conventions, a maximum fixed fee of €100 per meeting may be paid, up to a maximum of 10 meetings (including expenses) or, within the same limits and upon production of supporting documents, a reimbursement of travel or overnight stay expenses, excluding food. The aforementioned sum may be increased to €200.00 (including expenses) for international speakers but, if receiving remuneration, the speakers must be in possession of an Italian tax code. Fees may not be paid to professors, students and staff of Politecnico.
- For activities involving prizes, the cost is admissible if it does not exceed the value of €60.00 per capita, with the maximum limit of €300.00 for each initiative that involves funding (excluding prize) less than or equal to €1,500.00.  
For activities with funding exceeding €1,500.00 (excluding prize), the cost admissible can be of the 20% of the total funding requested, with the maximum limit of €1,000.00.
- For projects that, by their nature, imply the participation of a predefined number of students (e.g. courses or sporting activities), the maximum contribution that can be requested for each student is €50. If the project spreads over several days or is of particular complexity, the Standing Student Committee may consider a higher maximum sum, up to the limit of €100.00.
- For sporting initiatives, the cost relating to insurance cover must always be included. It is also advisable to ask the participants to submit a medical certificate for practising non-competitive sporting activity.
- For the printing of new student newspapers, the maximum amount payable is €2,500.00 (including VAT); while for newspapers already previously funded, the maximum amount payable is €5,000.00 (including VAT).
- The funding of food and/or drink is excluded; any distribution of food and drink must in any case be authorised in advance by the Standing Student Committee.
- When using spaces inside the University, an email must be sent to [eventileonardo@polimi.it](mailto:eventileonardo@polimi.it) or [eventibovisa@polimi.it](mailto:eventibovisa@polimi.it) containing the necessary details to verify any costs to be included in the cost plan.

- All funded technical instrumentation will remain the property of Politecnico and the presentation of an annual or three-year development plan must be attached to the purchase request. The development plan must clarify the final objectives of the application and must provide a detailed description of each item. The list of instrumentation acquired over time through cultural activity funds should also be attached. That list must always be updated and made available upon any request by the Standing Student Committee.

## **SPECIFIC INDICATIONS FOR TRIPS**

- In respect of existing regulations, the technical organisation of proposals relating to trips and visits – with the exception of city on city visits - must be entrusted to a tour operator or travel agency, which must be contacted for a quotation. That quotation must clearly indicate the individual costs involved (e.g. transportation, meals, driver, etc...) including, mandatorily, specific insurance.
- The cost plan must include all cost items separately, even those resulting from a single quotation.
- The quotation for entrances to museums and exhibitions may be replaced by a copy of the price list in force at the submission date of the application. The costs of food and accommodation of the participants may not be included in the plan.
- Each student may benefit from contributions for a maximum of 5 trips for each study cycle. For those enrolled on five-year single-cycle Laurea (equivalent to Bachelor of Science) courses, the limit is 10 trips. Visits<sup>1</sup> will be worth 0.5.  
The following maximum limits are also established:
  - €30 per capita for a one-day visit,
  - €50 per capita for day trips or visits outside the city,
  - €60 per capita for two-day trips,
  - €90 per capita for three-day trips,
  - €120 per capita for four-day trips,
  - €150 per capita for trips of five or more days.

The calculation of days may also include the time taken for transportation if the departure is fixed before the time of 7pm and the return after the time of 7am.

## **ASSESSMENT**

Precedence will be given to applications received from Associations registered on the Register.

The Standing Student Committee assesses the proposals in respect of the following general criteria:

- a) cultural quality of the proposal;
- b) organisational commitment of the applicant, as well as the actual nature of self-management of the activity;
- c) number of students that the proposal is able to involve, also with reference to off-campus students, international students and disabled students;
- d) coherence between the project and the cost plan proposed for its implementation;
- e) actual implementation, publication and quality of the activities performed by the Lists, Associations and Groups that have obtained funding in previous years;

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<sup>1</sup> Visit means, here, a one-day initiative that does not involve transportation costs as it does not involve movements in a city other than that of the PoliMi Campus to which the applicants belong (e.g. visit to museum, exhibition, trade show, etc...for which it is not necessary to leave the city).

No consideration will be given to applications:

- a) relating to projects whose development, organisation and management is entrusted exclusively to external bodies;
- b) relating to activities that have already been carried out or are being carried out;
- c) lacking the requested documentation;
- d) received beyond the deadlines indicated for submission of the project.

The outcomes of the call in question will be communicated exclusively to the institutional email address of the students designated as manager and substitute manager of the initiative. The list of approved initiatives will also be available on the University website.

Head of the Campus Life Area  
Mrs Chiara Bianca Pesenti

Digitally signed under the Digital Administration Code – Italian Legislative Decree 82/2005 as amended and supplemented, Art. 21, para.1.2

For further information please contact:  
'Community Life and Merchandising Unit' Service  
e-mail: [eventistudenti@polimi.it](mailto:eventistudenti@polimi.it)