



POLITECNICO
MILANO 1863

STUDENT CULTURAL AND SOCIAL ACTIVITIES CALL Year 2022

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 deadlines for submitting applications for funds for student cultural and social initiatives are as follows:

from Monday 25 October to Friday 5 November 2021

Subject to the availability of funds, the changing of the deadline is from **2 to 13 May 2022** for submitting new proposals to be carried out between 1 September 2022 - 31 December 2022.

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 EQUIPMENT (related to the main Group/List/Association activity and not for promotional purposes)

SUBMISSION METHODS AND CONTENT

Applications must be submitted by sending an e-mail to eventistudenti@polimi.it using the forms "cultural trips or activities 2022" in editable pdf format.

- available on the University website: <https://www.polimi.it/servizi-e-opportunita/associazioni-e-attivita-cultural/cultural-activities-and-students-trips/>

For sporting initiative applications, the cultural activities form should be used. If expenditure on transport is planned, the cultural trips form should be used.

For applications to purchase technical equipment, the cultural activities form should be used.

The email must be sent from the Politecnico di Milano institutional email address and by the following:

- a) For representation lists: Legal manager
- b) For associations: President
- c) For groups: Representative

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;
- the detailed descriptive sheet for each initiative, which must state:
 - a) the project objective
 - b) the initiative promotion plan
 - c) the number of students potentially involved
 - d) the initiative place of performance
 - e) the amount of any participation fee requested from participating students
 - f) specifications on any sponsors/partners and description of their involvement
 - g) specifications on the distribution of food and drink (methods, type of product distributed, place of distribution) - if any
- for each initiative, the Spending plan and the related quotations sent to the student responsible on the supplier's headed paper;
- the Curriculum Vitae in European format of the speakers, artists and professionals entitled to remuneration or a reimbursement;
- only for Groups, the self-certification and the list containing the student name, registration number and handwritten signatures of the initiatives' supporters. This list must be dated and signed on each page by the group representative.

For those who have received any grants under the previous call, the **list** of activities or trips funded during 2021 must be attached to the application using the appropriate form. That documentation must not be submitted again for the reopening of the call.

To send the forms, please note that:

- the e-mail subject should state: 2022 cultural activities call - name of the List/Association/Group;
- all forms must be digitally completed and renamed by adding the name of the List/Association/Group, except for the self-certification and the list of signatures of the initiatives' supporters, which must be completed manually;
- for each activity requiring funding, a file in pdf format must be sent containing all the required documents (descriptive sheet, quotations, etc.).
- the files' content must follow the initiatives' priority order. The descriptive sheet, Spending plan and quotations must follow the order set out in the cost plan, for each initiative.
- Documentation must be complete at the time of submission. Missing documents do not need to be supplemented after the project submission.

GENERAL PROVISIONS AND INSTRUCTIONS

1. 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 2022.
2. For each initiative to be funded, the maximum contribution based on the instructions given in the paragraphs SPECIFIC INSTRUCTIONS FOR ACTIVITIES point 3 and SPECIFIC INSTRUCTIONS FOR TRIPS point 4, must be specified under the heading “amount requested.”
3. The managers of lists/associations/groups must check the feasibility of each initiative in advance, including the existence of conditions (authorisations, payment agreements and conditions with suppliers, other) that permit it to take place.
4. For initiatives that involve, by their nature, a restriction on the number of participants - such as, for example, courses, shows, trips and visits - only and exclusively students of Politecnico di Milano, including Erasmus students, those enrolled on single courses and PhD courses may participate.
5. The maximum limit for any costs related to social advertising (e.g. Facebook/Instagram) is €15 per initiative up to €50 per List/Association/Group. For printing of advertising material (e.g. posters, flyers or other), only the printing costs are paid, up to a maximum of €600 (including VAT) for each initiative. Costs for graphics projects are not paid.
6. 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 implemented 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.
7. The use of the Politecnico logo is permitted only by prior authorisation to be requested at the email address eventistudenti@polimi.it
Any failure to follow that provision involves the immediate loss of the contribution.
8. The purchase of t-shirts for **staff involved** in the **initiative** is included among the funded costs. Please note that the t-shirts must follow the design available on the University website at the following link: <https://www.polimi.it/servizi-e-opportunita/associazioni-e-attivita-culturali/attivita-culturali-e-viaggi-degli-studenti/> (showing the Politecnico logo on the front left chest, size 12 cm and the Association/List/group logo in the middle. The initiative’s title should not be included) and must be approved in advance by the office before production.

SPECIFIC INSTRUCTIONS FOR THE ACTIVITIES

1. 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 (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 Politecnico's professors, students and staff.

2. For activities involving prizes, the cost is admissible if it does not exceed €60 per capita, with the maximum limit of €300 for each initiative, which provides funding (excluding a premium) of €1,500 or less.
For initiatives with a grant of more than €1,500 (excluding a premium), the eligible expenditure may be at most 20 per cent of the grant, with a maximum limit of € 1,000.
3. 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 runs over several days or is particularly complex, the Students' Permanent Commission may consider a higher sum up to €100.
4. For sporting initiatives, the cost relating to insurance cover must always be included. For sports tournaments (volleyball, football, beach volleyball, basketball etc.) it is advisable to ask participants to submit a medical certificate for practising non-competitive sporting activity.
5. For the printing of new student newspapers, the maximum yearly amount payable is €2,500 (including VAT); while for newspapers already previously funded, the maximum yearly amount payable is €5,000 (including VAT). If there are several editions of the same newspaper during a year and the first edition has already exceeded the maximum amount payable, no further contributions can be made.
6. The funding of food and/or drink is excluded; any distribution of food and drink must be authorised in advance by the SPC.
7. When using spaces inside the University, an email must be sent to eventileonardo@polimi.it or eventibovisa@polimi.it containing the project details to verify any costs to be included in the cost plan. This e-mail does not constitute a reservation of space, which will have to take place following the initiative's approval.
8. 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. This list must always be updated and made available upon any request by the SPC.

SPECIFIC INSTRUCTIONS FOR TRIPS

1. Under existing regulations, the technical organisation of proposals for trips and visits - except for those made to Milan or one of the cities where the Politecnico is based - 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 a mandatory specific insurance.
2. The Spending plan must include all cost items separately, even those resulting from a single quotation. The costs of food and accommodation of the participants may not be included in the plan.
3. 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.
4. Each student may benefit from contributions for a maximum of five trips for each study cycle. For those enrolled on five-year single-cycle Laurea (equivalent to Bachelor of Science) programmes, the limit is 10 trips. Visits 1 will be worth 0.5.
The following maximum limits are 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 a trip of five days or more

The number of days may include the time taken for transport if the departure is before 7 pm and the return is after 7 am.

It is necessary to specify the times of departure and return on the initiative description form.

ASSESSMENT

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;

¹ "Visit" is a one-day initiative that does not require 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 unnecessary to leave the city).

- 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 outcome of the relevant call will be sent exclusively to the institutional email address of the students designated as initiative manager and substitute manager. The list of approved initiatives will be available on the University website.

Head of the Campus Life Area
Dr. Chiara Bianca Pesenti

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

For further information please contact:
'Community Life and Merchandising Unit' e-mail:
eventistudenti@polimi.it