

APPLICATION FOR FUNDING FOR SELF-MANAGED CULTURAL TRIPS/VISITS

Year 2021

TO THE RECTOR
OF THE POLITECNICO DI MILANO

The undersigned

- Tick one of the two boxes
- Representative of the student Group
.....
(name of the Group)
- Representative of the accredited Association/List
.....
(name of the accredited Association/List)

hereby applies for funding for the following student cultural and social activities, in the form of trips or visits, proposed for the year 2021, as per call no. 163034 of 3/11/2020.

Destinations (in order of priority)	Expected no. of participants	Means of transport	Period (month and year)	Duration in days	Amount requested
1)					
2)					
3)					
4)					

HEREBY DESIGNATES

the following representative and, in the event of his/her absence or impediment, the following deputy representative to represent students with the university and with third parties for all matters relating to the smooth running of said initiatives and to ensure compliance with current regulations (civil, fiscal, relating to copyright, etc.):

REPRESENTATIVE

REPRESENTATIVE			
Surname	Name	Student ID	Mobile
			University Email Address
<i>Home Address</i>	Street	Post Code	
	City	Province	

DEPUTY REPRESENTATIVE

DEPUTY REPRESENTATIVE			
Surname	Name	Student ID	Mobile
			University Email Address
<i>Home Address</i>	Street	Post Code	
	City	Province	

Hereby authorises the publication of the following contact details on advertisements promoting any funded trips/visits

Telephone no.
 Email

Milan,

On behalf of the accredited Association/Student Group/List

.....
(name)

.....
(signature of the representative)

Annexes:

- For **every** trip/visit, a detailed breakdown;
- For **every** trip/visit, a spending plan;
- For **every** expense submitted, the relating estimates;
- A final report and the list of trips/visits funded in 2020¹;
- The formal statement²,
- Other _____

PLEASE NOTE:

APPLICATIONS FOR WHICH THE REQUIRED DOCUMENTATION IS MISSING OR WHICH ARE RECEIVED AFTER THE SCHEDULED DEADLINE WILL NOT BE SUBMITTED TO THE COMMITTEE.

The personal data communicated by the Representative of the accredited Association/Group/List, pursuant to EU Regulation 679/2016 of 27 April 2016, will be processed solely for the purpose of managing the procedure for which it was released.

¹ Only if the accredited Association/Group/List applying for funding had already obtained funding for trips in 2020. Not necessary for the re-opening of the call.

² Only obligatory for the Groups and Associations **NOT** entered in the Politecnico di Milano Register of Student Associations

SPENDING PLAN-TRIPS/VISITS¹: analytical entries and costs related to the trip/visit to:

(priority no.)

(title of the initiative)

Entry²	Supplier name	Cost (including VAT)
1)		€
2)		€
3)		€
4)		€
5)		€
6)		€
7)		€
8)		€
9)		€
10)		€
	TOTAL	€

Milan _____

The representative of the initiative

¹ One spending plan per trip/visit for which funding is being applied.

² E.g. insurance, bus travel, driver meals, train travel, air travel, tickets to museums, exhibitions, etc.

