



Guidelines for the financial support of student activities through the Student Council of the University of Music

FRANZ LISZT Weimar

The StuRa wants to motivate students to take their own initiative and to realize artistic, cultural, political, scientific, or educational projects outside of what the university offers.

Where does the money come from?

- a) Each student pays an additional 9,50 €, which are made available to the StuRa.
- b) Furthermore, the StuRa can fall back on the long-term study fees. In agreement with the University's directorate, those funds can be used to support projects, too.
→ see regulation regarding the use of the long-term study fees (LZSG)

Subsidy Levels

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|----|---|------------------------------------|
| I | Subsidy for the participation in competitions, master classes, conferences, conventions, excursions, etc. | max. 100 Euro
per academic year |
| II | Organization and carrying out of concerts, projects, workshops, and other events | |
| | a) Smaller projects | max. 500 Euro |
| | b) Larger projects | max. 1.000 Euro |
| | c) Projects considered especially worthy of support | max. 3.000 Euro |

The classification into a), b), or c) is conducted after a short presentation of the project at the StuRa's meeting. Decisive factors are such as the amount of both financial and general expenses and the potential purview or external impact.



What can subsidies be granted for?

Subsidies can be granted for:	Subsidies cannot be granted for:
<ul style="list-style-type: none">• Advertisement• Insurance• Travel expenses• Space rent• Transportation• Borrowing of technical equipment, sheet music, instruments, etc.	<ul style="list-style-type: none">• Salaries, presents, flowers, etc.• Catering• Buying of technical equipment, sheet music, instruments, etc.
This applies only as long as the University does not provide the above-mentioned.	

What requirements does a project have to fulfill to be entitled to the second subsidy level?

- The main initiative must be taken by students, not by teachers or by the University.
- The project has to be of idealistic character and not intended for profit.
- The project should be shown in Weimar. If the plan is to present it outside of Weimar, a repetition in Weimar is explicitly requested.
- The project should be open for free for all students of the University; for example, by means of a public final rehearsal or presentation.
- Cooperations, e.g. with other universities, are strongly supported.



Procedure

1. **Who submits the application?**

All students of the University of Music Weimar are able to submit an application. A presentation of projects aiming for the Subsidy Level II during the StuRa's public meetings is expressly required.

2. **How and when is the application to be submitted?**

The application form (available either at the StuRa pin-boards or online at www.stura.bplaced.de) has to be submitted in due time and completely filled in. The forms are to be dropped off in the StuRa postbox next to the front desk at the Fürstenhaus or to be sent via email (stura@hfm-weimar.de).

Deadlines for application:

Subsidy Level I: no later than four weeks after the beginning of the project. (by Oct 15 or Apr 15 of the respective year at the latest for projects taking place during the time between terms)

Subsidy Level II: no later than two weeks before the beginning of the project

3. **When is a decision made on the application?**

Usually the StuRa decides on the supportability in the meeting following the receipt of the application. The outcome is both published within the University through the minutes of the StuRa and communicated to the applicant via email.

4. **How much money is granted?**

Based on all information and the assessment of the project, the StuRa calculates the level of funding. Any deviation from the highest Subsidy Level is permitted.

5. **When is the money paid out?**

The subsidy is transferred by the StuRa only retroactively and upon receipt of the original invoices or receipts.

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Basic regulations:

- ✓ Particularly outstanding projects can be supported through both the StuRa and the long-term study fees (LZSG). The regulation regarding the use of the LZSG provides further information. It can be found on the homepages of the University and the StuRa.
- ✓ A comprehensive financial overview must be submitted to the StuRa. Further support by third parties is of course possible and welcomed. In case of incorrect or withheld information, the StuRa reserves the right to withdraw from the subsidy.
- ✓ Several applications for Subsidy Level II for one project are not permitted.
- ✓ Single applications by several applicants for Subsidy Level I are not permitted.
- ✓ All events of Subsidy Level II must be publicly announced and should be freely available.
- ✓ If Subsidy Level II is granted, the applicants are obliged to, in consultation with the StuRa, put the logo of the StuRa in the appropriate form on any kind of advertising media linked to the supported project.
- ✓ Final exams can be supported only in case of notably fulfilling the aforementioned conditions.
- ✓ Period of limitation: Subsidies are disbursed only on the basis of receipts submitted within one year after the grant by the StuRa. Documents received later are not taken into account. The effective date is announced through the message about the grant.
- ✓ Support can only be granted to the exhaustion of the funds being at the StuRa's disposal, which might be before the end of the year or term.
- ✓ There is no legal claim to support. A written statement by the StuRa can be claimed.
- ✓ The StuRa reserves the right to differ from its guidelines.

In case of questions concerning the supportability of projects, the StuRa can be contacted at any time. The StuRa also assists with questions concerning application and planning.