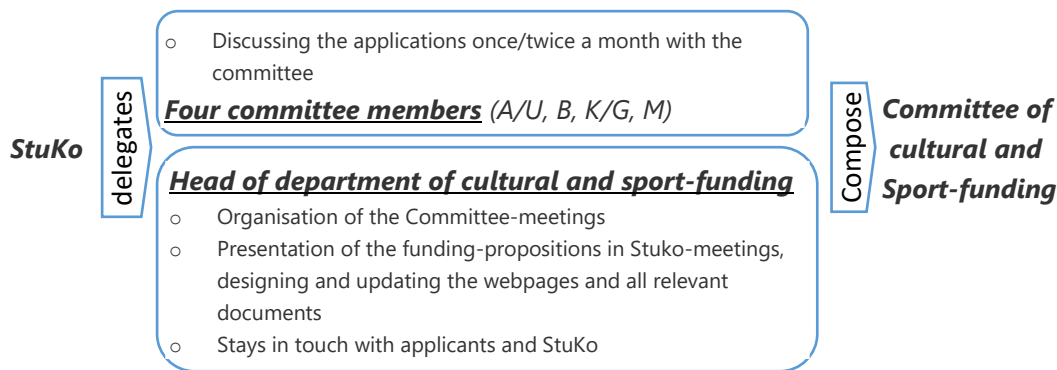


Department of cultural and sport-funding

(Department of funding of the student council composed by the head of department and the committee of funding)

Description and structure of the department

The department of cultural and sport-funding acts as an consulting and hearing institution of the student council (StuKo) of the Bauhaus-University Weimar. It is made up of the head of department and the committee of funding, composed by four student representatives (one of each faculty), all elected by StuKo. They discuss all applications and give advices to the student council, which is deciding about the final amount of funding.



Duties of the Department according to the internal rules of the student council

"The department oversees the financial support cultural and sport projects from students of the Bauhaus-university. Students should especially be motivated to realize own projects besides the normal university-program. The department is in charge of informing and helping interested students and in case support even during the realisation of the project. All the applications for cultural or sport-funding are firstly discussed by the committee of cultural and sport-funding. Then the StuKo or head of StuKo makes the final decision about the amount of financial support. Events such as readings, movie nights, exhibitions or series of lectures can be organised by the department/committee itself."

(Internal rules of the student council of the Bauhaus-University Weimar, §17, Abs. 2, Satz F)

Goals of the department

The goal of the funding is to strengthen artistic and sportive activities, diverse cultural opportunities and a creative activism of different groups at university and in Weimar. This is meant to be leading towards a better identification of the students with their university and to contribute to the publicity of StuKo outside of Weimar. The applicants should be students of the Bauhaus-University. Cooperations with students from the Hochschule für Musik Franz Liszt or other external supports are favoured and eminently respectable. Applications can be done by single persons or groups (with no limited number of members). The projects have to be open and accessible for everyone and should be mainly directed towards students.

E-Mail:

kulturfoerderung@m18.uni-weimar.de

Phone number, StuKo office:

03643/ 58 30 19

Opening hours

StuKo-Office:

Werktags 10 bis 14 Uhr

Members 2017/18:

Vorsitz: Nora Gersie
A/U: unbesetzt
B: Paul Brust
K/G: Moritz Neuner
M: Paul Kaemmerich

Alle notwendigen Dokumente zum Download und Aktuelles zum Referat unter:

Website:

<https://m18.uni-weimar.de/stuko/referate/kulturfoerderung>

Facebook:

<https://www.facebook.com/referatkulturfoerderung>

Die Sitzungen des Referats finden unregelmäßig statt.

Vorstellung besprochener Anträge in den StuKo-Sitzungen: Jeden zweiten Montag, 19 Uhr, Sitzungssaal, Marienstraße 18, Weimar

Guidelines for sport and cultural funding

m18.uni-weimar.de

Fundable are

1. Cultural projects, ...
 - ... that mediate artistic autonomy
 - ... that link cultural activities in and around Weimar.
 - ... that operate inclusively and make a contribution to international encounter.
 - ... that are made for students in particular and are enriching the innovative work of all students.
2. Sportive Projects that animate and stimulate students' athletic activities.
3. In particular, we fund the following:
 - ... costs of material, technical gear and prints
 - ... costs for the transport of materials or technical gear.
 - ... participation fees for sport events

Not fundable are:

1. Commercially inspired projects.
2. Projects that have a political or religious focus.
3. Projects that are also charged with Credit Points or are part of the regular studying process.
4. Beneficial activities to collect money
5. Activities that act for the promotion of third parties.
6. Leasing or rental costs.
7. Salaries or allowances
8. Travel or accommodation expenses
9. Subsistence or catering costs

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Formats of financial funding

The height of the funding-sum depends on the presentation of the project and on its relevance for the students. The evaluation of the application is made by the committee based on its experiences and also considering the amount of money applied for. The approved funding sum might vary from the original amount that has been applied for, depending on the sum disposable at that moment and due to the evaluation of the project.

There are three main types of funding. *Cultural funding, athletic/sportive funding as well as passive funding.*

Cultural funding:

Single-event projects: up to 250 Euro
Series of events*: up to 500 Euro

*several activities for the same project within one semester/year

Athletic/Sportive funding:**

Participation in competitions as a team: up to 150 Euro
Participation in competitions as a single person: up to 50 Euro

**Sportive funding is also valid for the transportation of sports gear.

Passive funding:

Passive funding includes the support of the event through the StuKo (students council) by advertising the event on our Webpages, as well as using rooms and materials in M18. In order to get passive funding, the applicant has to contact the corresponding person in charge (e.g. Committee of house-infrastructure, Café s140 or the Fachschaftratsrat).

E-Mail: kulturfoerderung@

Diese Richtlinie wurden in der StuKo-Sitzung vom 12.12.2016 beschlossen.

Procedure and Deadlines

Steps to complete and submit the application form:

Completing the application form:

- Application form available in StuKo-office, drawer: „Formulare“ or online <https://m18.uni-weimar.de/stuko/referate/kulturfoerderung>

Handing in the application form as a printed version in StuKo-office

- Handing in the form at the StuKo-office during the official opening hours. Or putting the application form in the drawer called „Kulturförderung“. In case of emergency you can send the online form or a scan to kulturfoerderung@m18.uni-weimar.de.
- No applications can be worked on during holidays. Due to the end of the fiscal year the closing date for applications is on the 10th of December.
- The application must be handed in at least one month before the start of the event. Delayed applications or applications, that are handed in after the actual event can neither be accepted nor funded.

Steps to the applications approval:

The Committee discusses all applications

- The Committee's meetings take place once or twice a month, depending on the amount of applications. The Committee meets in Marienstraße 18. It might happen that the applicants are Der Ausschuss behält sich vor, bei Nachfragen die antragstellende Person zu einem persönlichen Gespräch zu laden (per Mail oder Anruf).

The Head of the department presents the results to the student council

- The student council (StuKo) hears the recommendations and decides about the final funding-sum. All relevant information and the decision result are given to the applicant promptly via email.

Steps to receive the funding-sum:

- The sum that has been decided about in the student council are payed after the submission of all relevant bills and the payback-form (Kostenrückerstattungsformular).

Filling the payback-form

- The form is available in StuKo-Büro in the drawer „Formulre“ or online <https://m18.uni-weimar.de/stuko/referate/kulturfoerderung>
- All expenses have to be proven by original bills and have to be submitted at the latest six week after the event.
- The funding-sum expires, as soon as the deadlines/instructions are not followed. The applicant cannot claim the money.
- Bills are only acceptable, when dated later than the approval of the funding-sum.

Submission of the payback-form at StuKo-office

- Submission at the secretary during the regular opening hours or in the drawer "Finanzen".

For further questions do not hesitate to ask the Department via email: kulturfoerderung@m18.uni-weimar.de

E-Mail-Adresse:
kulturfoerderung@m18.uni-weimar.de

Telefon StuKo-Büro:
03643/ 58 30 19

**Öffnungszeiten
StuKo-Büro:**
Werktags 10 bis 14 Uhr

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Vorstellung
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Jeden zweiten Montag,
19 Uhr, Sitzungssaal,
Marienstraße 18,
Weimar

The Committee's requirements:

Before the event:

- Inviting the Department early enough/in time to the event via klturfoerderung@m18.uni-weimar.de (at least one week prior)
Please add all kind of advertisement or links to Facebook-events.
- The event can be furthermore promoted by the Department of public relations.
Please directly contact via email: informationsverbreitung@m18.uni-weimar.de

During the event:

- The Department or student council (StuKo) has to be visible as a donor/funder of the event. This has to be done by adding the Logo to any kind of advertisement, flyer, presentation or booklet. (Downloading different logos via our webpage: <https://m18.uni-weimar.de/stuko/referate/kulturfoerderung>)

After the event:

- Pictures and articles about the event have to be send to the department as a proof and for further advertisement of the committee.

General information:

- *It is only possible to apply once per year fort he same project.*
- The approved funding-sum is only valuable until the end of the fiscal period, which is the 15th of December each year. Money that has not been called for by the applicant until the deadline falls back to the student council and cannot be claimed.
- The funding-sum for athletic events as well as the single cultural events expires six weeks after the event. In case of a series of cultural events, the above applies for the last event of the series.
- Did the student council already give money for the event in any way, it is not possible to be funded by the department again..
- Fundings coming from external sources are likely seen. The department has to be informed about those sums in detail.
- The Committee/student council has the right to approve on the funding-sum linked to additional conditions or to tie the sum to certain elements of expenditure.
- The money has to be spend in an economical way and has to suit the elements of expenditure approved on.
- In case of maltreatment or not accepting the rules, the department/student council can step back from the funding and retain the money.
- The Committee/student council hast he right to deviate from the guidelines if necessary.
- Any payments or compensations cannot be legally claimed.

Sonderfördertopf Bauhaus100

Im Rahmen des Bauhaus-Jubiläums 2019, hat der StuKo einen Topf in Höhe von 5.000 als Sonder-Fördertopf für studentische Projekte zur Verfügung. Die Gelder werden bis 2019 vom Ausschuss für Kultur- und Sportförderung für Projekte mit Bauhaus-Bezug vergeben. Neben den rahmengebenden Förderbedingungen seitens der Universität gelten die Richtlinien des Referats. Folgende Ausnahmen und zusätzlichen Regelungen gelten bei Bauhaus100:

Was wird gefördert?

- Es können Reisekosten, Dienstreisen und Honorare gezahlt werden (falls ihr also einen Gast einladen wollt, kann dessen Ausbezahlung nur beim Format Bauhaus100 erstattet werden). Hierfür braucht es gesonderte Verträge, also muss im Vorhinein klar sein, dass ein Dozent/externe Person geladen wird.
- Bei Druckaufträgen oder Materialkauf müssen immer drei Vergleichsangebote eingeholt werden, von denen das günstigste den Auftrag erhält.
- Es werden nur Projekte gefördert, die etwas mit dem Thema Bauhaus100 zu tun haben oder dem Jubiläumsjahr zuarbeiten.

Allgemeine Regelungen:

- Insgesamt darf nicht mehr als ein Förderantrag pro Projekt und Haushaltsjahr gestellt werden.
- Wurden bereits Gelder beim StuKo für das Projekt bewilligt, ist keine weitere Förderung möglich
- Die Zuwendungen sind wirtschaftlich, sparsam und entsprechend dem im Antrag ausgewiesenen Zweck zu verwenden, bei Abweichungen muss vorher bei der Uni eine Genehmigung eingeholt werden (weitere Details und Dokumente hierzu finden sich in den Sonderrichtlinien oder durch Nachfrage beim Referat).
- Bei Falsch- oder Nichteinhalten der Regularien behält sich der Förderausschuss/StuKo vor, die Förderung wieder zurück zu ziehen.
- Ein Rechtsanspruch auf Gewährung der Zuwendung besteht nicht.
- Für Verbrauchsmaterialien, Bürobedarfe und technische Infrastruktur wird gebeten, diese kostengünstig über die Universität zu bestellen (weitere Details bitte in den Sonderrichtlinien nachlesen oder beim Referat erfragen).

Wie bekommt ihr euer Geld?

- Erst nach Einreichen der Rechnungen wird den Antragstellenden das Geld überwiesen. Es erfolgt keine Barauszahlung. Die eingereichten Rechnungen werden von der Uni in mehreren Instanzen geprüft, was den Prozess der Rückzahlung stretcht (rechnet also nicht sofort mit der Auszahlung der Summe).
- Rechnungen zur Bezahlung müssen im Original eingereicht werden und der Adressat muss die Bauhaus-Universität Weimar sein. Rechnungen, die nicht auf die Bauhaus-Universität Weimar ausgestellt sind, müssen vom jeweiligen Adressaten selbst bezahlt werden.
- Beschaffungen die eine Summe von 75 Euro überschreiten, gelten als Inventar der Universität, hierbei sind gesonderte Schritte ein zu halten, die mit dem Referat und der Universität abgesprochen werden müssen.