**Guidelines for the Activity Fund &
Application Form**

**Purpose**

The Activity Fund provides financial support to student groups, student associations and student organizations, so that they can fund social activities and events. Student groups of ten students or more, such as friend groups, in addition to associations can apply, and get financial support to create social arenas for the students in Kristiansand and Grimstad. The Activity Fund consists of surplus funds from another fund, the Welfare Council´s Investment Fund, and a potential surplus is intended to cover as many social activities as possible. All applicants are also encouraged to secure additional funds, such as through sponsorships or through a deductible. The Activity Fund will not necessarily fully finance the activity.

Questions about the The Activity Fund can be sent to aktivitetsfondet@vt-agder.no.

**Who can apply?**

* Student associations/organizations with their own organization number
	+ Student associations/organizations can only apply for one activity, once a year
* Student councils from colleges or universities affiliated with Studentsamskipnaden i Agder (SiA)
* Student groups of ten students or more, with the intention to create social activities
	+ If the student group consists of less than 15 students, the possible support is limited to 400 kroner per person
	+ If the student group is from one of the smaller institutions, the group can consist of seven students

Students can apply for funds from the Activity Fund at the beginning of the spring and autumn semesters. The application period in the spring starts at the beginning of the semester and ends on March 31st. The application period for the autumn starts at the beginning of the semester and ends on September 30th. Applications will be prioritized based on when they were submitted (first-come, first-served principle). Applications may also be prioritized based on the following principles:

* + - Applications that have the widest possible scope in terms of the number of students, and the lowest possible cost per person
		- Applications for alcohol free activities
		- Applications for activities that are advertised in both Norwegian and English
		- Applications for open activities that are marketed to everyone

The applications are first recieved by a case handler in SiA, who reviews and prioritizes them. Subsequently, the proposal of approved applications is revised by the Executive committee (AU). The funds allocated to the Activity Fund will be any surplus of more than 200.000 kroner in the Welfare Council´s Investment Fund. There is no guarantee that a surplus will be available in a given year, and the amount of surplus will determine the number of applications that can be approved. Half of the funds in the Activity Fund are reserved for the spring semester, and the other half is reserved for the autumn semester.

**Application**

Applications to the Activity Fund should include the purpose and the target audience of the activity, as well as an estimate of the number of participants the applicant expects. The application must also include a budget, detailing anticipated income and expenses and specifying which expenses the applicant wants covered by the fund. It is possible to apply for up to 10.000 kroner. The application should be sent to aktivitetsfondet@vt-agder.no. If the application is incomplete, it will be rejected without explanation.

Important to remember when applying for funds:

* + - Applications must be submitted before the activity takes place
		- The activity applied for must occur in the same semester as the application is submitted
		- If you wish to pay by invoice, this must be specified in the application. Therefore, the application must specify whether you want a refund or if the costs will be paid through invoice
		- If the costs of the activity exceeds the amount approved through the application, there is no guarantee of additional payment
		- If you need to use funds for purposes other than what was specified in the application, this must be clarified in advance
		- During the execution of the activity and its promotion, it must be clearly communicated that the activity is supported by the Welfare Council´s Activity Fund. When posting on social media, be sure to tag @vtagder. In images and videos that mention the Welfare Council or the Activity Fund, alcoholic beverages and other substances should not be visible.

**Reporting after the activity**

Following the activity a report have to be submitted. It should contain a brief explanation of the event´s execution, along with the financial report of the event. It should specify how the funds were used, and receipts/other documents must be attached. This report is to be sent to aktivitetsfondet@vt-agder.no.

The deadline for submitting the report is 30 days after the event. If the activity is not reported within the 30-day deadline, disbursement of funds cannot be expected.

In case of complaints about rejection or reduction of allocated funds, the Executive Committee (AU) will handle the complaint. The applicant is responsible for submitting this to AU (leder@vt-agder.no), and the deadline for complaints is 14 days after the application is denied. The complaint will be addressed at the next available AU meeting. Exceptions may be made specific situations, and AU´s decision is final.

**What can be applied for?**

The financial support applied for should be directed towards activities for associations and students for both academic and social purposes. To ensure that as many students as possible benefit from the funds, the following limitations have been set per event:

* Food and drink are covered up to 200 kroner per person
* Entrance to the event and activities are covered up to 100 kroner per person
* Rent for venues is covered up to 5000 kroner
* Decorations for the event are covered up to 500 kroner

The Acitivity fund does not cover:

* Alcohol
* Gifts
* Promotional materials
* Licenses, equipment and training for individuals
* Applications related to board meetings
* Transportation costs
* Salaries and fees
* Daily operations and major investments, which can be applied for through the Welfare Council´s Student Social Funds (SSM)
* Annual events that an association conduct every year, and that are specific to them. Exceptions are made for celebrations of holidays

Adopted on April 6th, 2022
Revised on November 16th, 2022
Revised on December 6th, 2023

Application form for the Activity Fund

|  |  |
| --- | --- |
| Description of the activity |  |
| Purpose of the activity |  |
| Target group (what college, what study program, which association, etc.) |  |
| How many students (estimat)? |  |
| When will the activity/event take place? |  |
| How do you intend to share/promote the activity/event? Will the information be shared in English? |  |
| Budget: |

|  |  |  |
| --- | --- | --- |
|  | **Income** | **Expenses** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total:** |  |  |

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| Refund or invoice? |  |
| Sign that you will finance the activity yourself if you fail to send a short report about the event, also containing a financial repport, at least 30 days after the activity/event has been held | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |