

## PRACTICAL GUIDELINES ON THE AWARD AND MANAGEMENT OF GRANTS FOR PROJECTS, TEAMS AND CULTURAL ACTIVITIES PROMOTED BY POLITO STUDENTS

Approved by the *Board of student projects and grants* in its meeting of 12<sup>th</sup> December 2018

These practical guidelines are intended for **Groups of Students** and for **Student Societies** registered in the Register of Student Societies of Politecnico di Torino. They regulate the recognition of activities and the award and management of grants for student projects and cultural activities.

### ART. 1 – Board of student projects and grants

The Board of student projects and grants (hereinafter referred to as the “Board”) is composed of students and faculty members. The Board of Governors appoints the Board of student projects and grants as well as its Coordinator who is chosen from among Politecnico faculty.

The Board decides on the allocation of grants for projects, Teams and cultural activities.

In the event of activities proposed or sponsored by third parties (also in cooperation with Politecnico di Torino), the Coordinator may invite the representatives of these institutions to take part in the Board meetings as temporary members or participants without the right to vote.

### ART. 2 - Beneficiaries

The following types of activities are eligible for funding:

- **Activities planned by Student Societies** (hereinafter referred to as “Societies”) - Student Societies must be officially registered in the Register of Student Societies of Politecnico di Torino, in accordance with the provisions of the dedicated Regulations approved by the Board of Governors.

- **Activities planned by Student Teams** (hereinafter referred to as “Teams”) - Teams are groups of students supported by a faculty member (hereinafter referred to as “Tutor”). Teams carry out projects on a continuous or periodic basis. Projects must have a duration of minimum 12 months and they may involve participation in competitions. When a Team applies for funding at least once a year, it is included in a specific list of Student Teams.

- **Projects** - They are activities designed by a **Group of Students** supported by a Tutor with a duration of less than 12 months and carried out on a non-continuous basis.

Normally Teams starts out as a Group of Students who implement a Project. If the Project is carried out on a continuous basis, the Group of Students is recognized as a new Student Team.

The Board is entitled to recognize an activity presented by a Society, by a Team or for implementation of a Project even if it does not require any funding.

### ART. 3 – Application submission: how and when

Applications for the recognition of activities and/or funding must be submitted through a specific procedure (“*Application for Projects, Student Teams and Societies*” - available on each student’s personal page of the Teaching Portal) by these deadlines:

- 15 January
- 15 April
- 15 June
- 15 October

Applications must be submitted by the Polito student who acts as the Leader of the Group or Society for the entire duration of the activity.

The *Board of student projects and grants* meets within 20 days of the application deadline. Applications received after the deadline will be considered in the next round of applications.

Every Group/Society is entitled to apply for funding once a year or once in a semester. Politecnico does not fund activities already completed nor reimburse expenses already incurred.

#### **ART. 4 – How to apply**

The procedure “Application for Projects, Student Teams and Societies” requires applicants to fill out the following fields:

- **Activity title;**
- **Name** of the Team or Society (select it from a drop-down list) or name of the Project;
- **Faculty member** (Tutor) and Department/Office (for Teams and Projects only): grants are paid to the Department to which the Tutor pertains. The Tutor is responsible for the activity implementation and for proper use of funds;
- **Activity overview:** upload a PDF file with a detailed description of the project/activity (maximum 20 MB);
- **PowerPoint Presentation:** upload the PPT file that will be projected during the presentation of the activity to the Board (the Leader will receive more information about the deadline for the submission of this document and the date of the oral presentation – see art. 5)
- **Activity dates:** enter expected start date and end date;
- **Number of participants:** specify how many students will be involved in the implementation of the activity (approximately)
- **Annual workload:** number of hours required of participants (for Teams and Projects only);
- **Apply for funding:** download and fill out the budget template form (which includes a forecast of expenses and funds requested to the University) and upload it in this section;
- **Use of university spaces:** specify if the activity requires the use of university spaces; the use of spaces must be intended as the need to have a workplace for the implementation of the activity on a continuous basis. If you need a university space, upload a declaration (.pdf file) in which the person in charge of the spaces (e.g., the Head of Department) declares that the Department is willing to host the group of students. If this document is not available, upload a declaration in which you state that you do not have the above-mentioned document.

Projects and activities proposed by Teams must provide students with the opportunity to design and develop a project and work with their peers.

Activities proposed by Student Societies must focus on cultural/social initiatives with wide spill over effects on the student community of the University.

The file uploaded to the “Activity overview” field needs to include the following information:

- Detailed activity description
- Timetable of activities

Forecast budget: clearly specify if you have any sponsors, grants, participation in call for proposals, or self-funding.

## **ART. 5 - Evaluation criteria**

After each application deadline, applicants will be invited to make a short presentation. Normally the presentation takes place within 20 days of the deadline.

The Leaders will receive the invitation for the presentation by-email.

During this presentation, applicants can show the materials submitted in the previous phase (art. 4) and should last approximately 7 minutes. The Team Tutor or Project Tutor is allowed to attend this presentation.

The Board evaluates the proposals based on the following criteria (which can also be useful guidelines for the presentation):

- The activity must engage a reasonable number of students (at least 5 of them must be Politecnico students), preferably enrolled in different degree programmes in order to form an interdisciplinary working group (Politecnico does not fund projects submitted by groups that are mainly made up of PhD candidates);
- The activity has to focus on the professional, social and cultural development of its participants;
- Non-academic activities must be of general interest;
- The activity needs to be creative and innovative; it must have tangible outcomes and practical spill over effects;
- The activity must not pursue profit-making, nor political or commercial aims;
- The activity must be consistent with its budget;
- The proposal must specifically mention possible sponsors or co-funding sources with a detailed description of the budget lines and how they will be funded (a detailed description of the budget lines is a key element for a positive evaluation of the project and for the award of a grant);
- The proposal must describe the dissemination activities intended to promote student engagement also through Politecnico social networking site (PoliTONet).
- The proposal must specify communication strategies (see art. 8) and promotional methods such as exhibitions, workshops, etc.

Applications that aim to build on previously funded activities are assessed based on the results achieved. For the award of a new grant, the Board evaluates if there are elements or ways of integration with other projects, and more in general, any useful information for further funding.

Generally, the Board does not take into consideration proposals related to previously funded activities if the financial report was not submitted (see art. 9).

The Board does not approve activities that have the characteristics of a research project.

A written notification about the outcome of the selection process is sent to the applicants within 10 days of the Board decision.

## **ART. 6 - Eligible expenses**

Generally, all expenses related to the implementation of the activity are eligible for funding, except for:

- durable goods that are already available within the Departments/research centres of the University (computers, printers, furniture, stationery, etc...)
- internal staff cost;
- external staff cost, except for possible technical collaboration contracts which are strictly necessary to carry out small tasks of the project (such cost cannot exceed 20% of the total budget)
- For Teams and Projects: expenditures must comply with current regulations.

Equipment and specific durable capital goods that are not available within the University may be purchased upon approval of the Board. These goods are property of Politecnico di Torino.

Groups and Societies are invited to consult Politecnico administrative offices in advance to learn about eligible expenses.

The “Mission Regulations” of Politecnico apply to the missions undertaken by students.

#### **ART. 7 – How grants are disbursed**

Grants are disbursed according to the following modalities:

**Teams and Projects:** funds are transferred to the Department to which the Tutor pertains.

**Student Societies:** funds are transferred to the bank account of the Student Society by bank wire. Before the transfer, the Student Society must provide a declaration stating that the organization is not subject to the 4% withholding tax (*ritenuta fiscale*) and that it receives funding for non-commercial activities coherent with the goals of the organization itself.

#### **ART. 8 - Dissemination**

Students must duly publicize their funded activities in order to encourage other students to participate. In particular, the Board requires students to use the PoliTo social networking site to share their activities with the rest of the student community. The Board considers the use of PoliTONet as an asset for possible future grants.

The advertising materials (launch of the activity and other initiatives) must always mention that the activity was funded by Politecnico.

The list of funded activities is available on the website of the University. For this reasons, groups are required to keep their online data constantly updated. Practical details on how to upload data and update information are sent together with the Board decisions referred to in article 4.

#### **ART. 9 - Monitoring**

For activities lasting minimum 6 months, the Board of student projects and grants reserves itself the right to require an interim progress report. The progress report must include a short description of the activities and a financial report of all the expenses borne up to the date.

#### **ART. 10 - Budget management and financial reporting**

Expenditures incurred for the implementation of the activity must be consistent with the proposal/presentation.

Changes among budget lines ( $\leq 20\%$ ) are allowed up to a maximum of 5,000.00 euros, provided that the overall budget remains unchanged. The activity duration can be extended/reduced up to a maximum of 3 months. In both cases, Groups/Societies must inform the competent Department/Office in writing.

The Board of student projects and grants must approve beforehand any changes to the timetable and to the expenditures if the variations exceed the above-mentioned limits.

Groups must submit a final technical report together with a detailed financial report of all the expenditures (Student Societies must also provide a copy of the invoices) within one month of the end of the activity.

If the overall expenses incurred are lower than or inconsistent with the funds received, the Board will request a refund.