

Appendix to Decree Ref. no.

Prot. no.

CALL FOR APPLICATIONS for CULTURAL and LEISURE INITIATIVES PROPOSED by STUDENTS for the ACADEMIC YEAR 2023/24

Article 1 - General Purpose

As provided for by Art. 4, paragraph 4 of its By-laws, the University recognises and facilitates the activities of students and free forms of association that help to make study more profitable and improve the quality of university life above all by supporting activities managed by students in the fields of culture and cultural exchanges, sport and leisure.

Article 2 - Funding and types of initiatives

The funding of cultural and leisure initiatives proposed by students is incompatible with any other form of funding from the University. The amount made available is €200,000.00.

The types of initiatives that can be funded and the maximum amount for each initiative are shown in the table below:

TYPE OF INITIATIVES ELIGIBLE FOR FUNDING	MAXIMUM FUNDING AMOUNT PER SUBMITTED PROJECT
Series of conferences and seminars (including book presentations and research)	€1,500.00
Exhibitions	€2,000.00
Film screenings	€3,000.00
Theatrical activities, art performances, art and creative workshops	€3,000.00
Live concerts	€3,000.00
Publications, student magazines and newspapers	€2,000.00
Sports initiatives and competitions	€3,000.00
Linked initiatives, i.e. events that bring together two or more of the above types of initiatives	€8,000.00

The Committee also reserves the right to consider, in consultation with the proposers, the appropriateness of splitting a single project or of grouping several projects with similar themes.

Article 3 - Timing and schedule of activities

The initiatives must take place in the calendar year 2024, between 1 January 2024 and 31 December 2024. At the end of the activities, and no later than 30 January 2025, guarantor students will have to account for the initiatives carried out and the related costs incurred in order to receive the funding granted.

Article 4 - Applicants

Students wishing to apply for the funding must be duly enrolled (and on schedule with their exams) in bachelor's and master's degree courses, single-cycle master's degree programmes, specialisation courses and PhD programmes at the University of Padua for the academic year 2023/24.

More precisely, groups of at least 30 university students duly enrolled and on schedule with their exams may apply, one of whom will take on the role of guarantor responsible for the initiative.

The application must specify the names of students who, as applicants or substitutes, will ensure the proper implementation of the initiatives vis-à-vis the University and third parties.

In addition, for this call for applications:

- each group may only submit one application for funding;
- a guarantor student may only sign one application for funding;
- non-guarantor students who signed the application may sign a maximum of three applications for funding.

In declared cases of collaboration with associations that participate in any capacity in the performance of the initiatives or parts thereof, the University may request their by-laws or memorandum of association.

All collaborations, whether with organised groups, associations, bodies or University divisions, must be declared when submitting the application, then the contribution received (financial, in means, equipment, etc.) must be specified in the final report.

Article 5 – Application procedure

The application must be submitted by the guarantor following the instructions on the dedicated page www.unipd.it/iniziativa-culturali-studenti and using the online procedure, which will be **active from 1 to 30 October 2023**.

Applications received after the deadline, unsigned, without attachments, quotations or declarations required for the validity of the application, will not be considered.

When filling in the application form, the responsible guarantor must indicate to which type of initiative the submitted project relates, choosing one of the options listed above in Article 2.

Article 6 - Selection committee and assessment of applications

The Committee appointed by the Rector by decree will assess the programmes of initiatives submitted and select the activities that contribute to improving the quality of university life, based on the following criteria:

1. **cultural significance** (value of cultural and recreational projects, entrepreneurial ability and originality, activation of international exchanges);
2. **number of recipients and use by the community** (participation of Unipd students involved in the initiatives, participation of students from different cultural backgrounds and international students, involvement of the public and the local community);
3. **alignment between the content of the proposal and the financial plan** (exact matching of expenditure items with the requested funding; potential contributions, external partnerships, and co-financing, if applicable, for project execution);
4. **originality of the initiative** (in terms of proposed content).

The following proposals will not be approved:

- initiatives not consistent with the aims of the call for applications;
- initiatives already financed in other forms by the University of Padua;
- initiatives with content that replaces or otherwise overlaps with curricular training activities;
- political propaganda initiatives.

Once it has completed its assessment, the Committee will draw up a list of the approved projects and the allocation of funding to them. This list will be published on www.unipd.it/iniziativa-culturali-studenti and the publication will count for all legal purposes as notification of receipt of the funding.

Should the allocated funding be less than the minimum amount requested and should it be necessary to reformulate the proposed initiative, the responsible guarantor shall confirm by e-mail to the Student Service Office (benefici.studenti@unipd.it) the acceptance of the funding while adjusting the content and the financial plan of the initiative to the amount of funding received.

The guarantor is required to notify the date, place and time of the funded initiative, as well as any changes to the programme as it progresses, in the same way and to the same e-mail address, at least 15 days before the initiative takes place.

Article 7 - Student participation and promotion of activities

The proposed initiatives must guarantee the widest possible, free and unrestricted participation by all students of the University of Padua, regardless of the location of the degree programmes attended by the proposing students.

The various forms of publicity for the initiatives and activities financed must bear the wording 'Initiative financed with the contribution of the University of Padua from the funds set aside for Students' Cultural Initiatives'. The name or seal of the University may not be used in any other form or wording unless authorised by the competent Academic Bodies.

The guarantor may request that the initiative also be publicised on the University website, using the *Initiative publication request form* available on the dedicated page www.unipd.it/iniziativa-culturali-studenti (to be sent by e-mail to benefici.studenti@unipd.it).

Article 8 - General rules for using the funds

The guarantor of the funded project must personally oversee the management of supplies, ensure proper documentation of expenses, and carefully follow the instructions below.

The following items are excluded from funding:

- a. purchase of durable goods;
- b. disbursement of cash prizes;
- c. expenses for gadgets, refreshments, field trips or educational trips;
- d. expenses for travel by private means (fuel, motorway tolls, mileage reimbursements);
- e. remuneration for services provided by the student guarantor or other students who have signed the initiative or by University lecturers.

For students, the use of university spaces is normally allowed free of charge, subject to availability and the submission of a formal request to the competent offices.

In any case, no spaces may be used that entail a membership requirement for participants in events.

The guarantor may request an advance payment of up to 50% of the funds assigned by submitting the advance *Payment request form* available at www.unipd.it/iniziativa-culturali-studenti (to be filled in and sent by e-mail to benefici.studenti@unipd.it).

The following must be enclosed with the request for advance payment:

- 1) the *Payment Data Form (Annex C)*;

- 2) a copy of the identity document of the guarantor, who must be the holder of the bank account into which the amount will be paid.

Please note that the University Treasury may not disburse cash contributions totalling (advance + balance) more than €1,000.00.

The balance of the funding will be paid subject to the submission of a report on the activities carried out and within the limit of the total amount of expenses actually incurred. The expenses reported must correspond to the items indicated in the financial plan detailed in the application form. No unauthorised changes shall be allowed.

The statement of expenditure, which can be downloaded at www.unipd.it/iniziativa-culturali-studenti, must be delivered in paper form and include:

- 1) the *Statement of expenditure and final report* [to be signed in original and to be accompanied by valid expenditure documents, together with documentation proving that the initiative(s) took place, such as photos, leaflets, published articles, etc.];
- 2) the original *Payment Data Form (Annex C)*;
- 3) copy of the identity document of the guarantor and holder of the bank account indicated on the form.

All expense receipts must be original and made out in name of the guarantor of the initiative.

Only original receipted invoices, original tax receipts and/or receipts indicating the guarantor's TIN (tax identification number) and the type of expenditure, original travel tickets bearing names of passengers (only if by public transport) can be refunded.

With regard to services provided by third parties (other than the guarantor and the students signing the initiative), a distinction must be made between:

- **occasional services provided by self-employed persons without VAT registration number:** in cases where the guarantor has to pay for an occasional service provided by a self-employed person, the service provider must issue a debit note (in accordance with the facsimile available for download at www.unipd.it/iniziativa-culturali-studenti - Annex A - *Occasional service form*). When making the payment, the guarantor shall not keep the withholding tax, but shall be required to inform the service provider that the sum paid has not been subject to withholding tax and that it should be indicated in the tax return. The guarantor shall also obtain the original copy of the statement duly signed by the service provider, for acknowledgement of receipt (in accordance with the facsimile available at www.unipd.it/iniziativa-culturali-studenti - Annex B - *Statement*) and accompanied by a copy of the service provider's identity document;
- **professional services performed by self-employed persons with VAT registration number:** in these cases, the provider must issue an invoice in the name of the guarantor of the initiative.

Applications received after the deadline indicated in Article 3, not signed, or without the annexes in original, or other documents required for the application to be valid, will not be considered. Repayment of the advance will only be required if the expenses reported are insufficient to justify the amount already paid.

Article 9 - Disbursement of funding and retention of documents

Funding (advance payments and balances) will be disbursed by the Accounting Office of the University's Central Administration in accordance with the procedures described above.

Any sums disbursed as an advance payment and not actually used will have to be returned by the guarantor, who will have to send an e-mail to benefici.studenti@unipd.it to receive instructions.

The documentation submitted upon reporting will be kept on file in the Student Service Office and will be accessible for a period of one year from the date of submission.

Article 10 - Liability and withdrawal

The initiatives take place under the full and direct responsibility of the student identified as guarantor. Ascertained violations or conduct contrary to the provisions of this call for applications shall entitle the University at any time to suspend the funding and/or exclude the guarantor or the association from the funding from subsequent calls for applications.

In addition to the provisions of the preceding paragraph, this is without prejudice to any disciplinary, administrative, civil and criminal liability that may arise against those responsible for the initiatives.

Article 11 - Person in charge of the procedure

Pursuant to article 4 of Legge (Law) No. 241 of 7 August 1990 (*Nuove norme in materia di procedimento amministrativo e di diritto di accesso ai documenti amministrativi*, New rules on administrative procedures and on the right of access to administrative documents) and subsequent amendments, the Director of the Student Service Office, Alessandra Biscaro, will be appointed as the Person in Charge of the Administrative Procedure.

Candidates may exercise their right of access to the application documents according to the provisions of Presidential Decree No. 184 of 12 April 2006 (Regulation governing access to administrative documents pursuant to Chapter V of Law 241/90).

Article 12 – Processing of Personal Data

Personal data collected for the purposes set out in this notice is processed in compliance with the provisions of Regulation (EU) no. 679 of 27 April 2016 (General Data Protection Regulation, GDPR).

The “Data Controller” is the University of Padua, with registered office in Via 8 Febbraio, 2 - 35122 Padua. The full privacy policy is available from the Data Controller or on www.unipd.it/privacy.

Article 13 - General provisions

This call for applications and the forms needed to apply for the funding are published on the University of Padua's website at www.unipd.it/iniziativa-culturali-studenti.

Further information and detailed rules can be obtained directly from the Student Service Office, Via del Portello 19 (e-mail: benefici.studenti@unipd.it).

N.B. This call for applications has been translated into English for information purposes only. Only the Italian version is valid for all legal purposes.

Padua, date of registration

The Rector

Prof. Daniela Mapelli

digitally signed pursuant to D.lgs (Legislative Decree) no. 82/2005

Person in charge of the administrative procedure Alessandra Biscaro Date	Executive Roberta Rasa Date	Director General Alberto Scuttari Date
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