

Anx. to the Decree no.

Rec. no.

CALL FOR PROPOSALS FOR CULTURAL AND LEISURE INITIATIVES SUBMITTED BY STUDENTS FOR THE 2022/23 ACADEMIC YEAR

Article 1 – Purposes

The University of Padua, as provided for by art. 4, para. 5 of the Regulation, acknowledges and supports students' activities and self-organised associations that contribute to make studying more worthwhile and increase the quality of university life. The University especially encourages student-run activities in the field of culture and cultural exchanges, sport and leisure.

Article 2 – Funding

The funding for cultural and leisure initiatives proposed by students is incompatible with any other form of funding granted by the University. The allocated funding amounts to EUR 150,000.00.

Each initiative may be financed up to EUR 15,000.00. The Committee also reserves the right to split up projects or merge them by theme, if needed.

Article 3 - Initiatives' period and time frame

The initiatives must take place in the 2023 calendar year, from 1 January 2023 to 31 December 2023.

Upon completion of the activities, and in any case no later than 15 January 2024, the students responsible for the initiative must draft a final report of the activities carried out and of the costs covered by the funding received.

Article 4 - Applicants

The students who are applying for such funding must be regularly enrolled, or enrolled behind by no more than one year, in a Bachelor's, Master's, or Single-cycle degree programme, Specialisation or PhD programme of the University of Padua for the a.y. 2022/23.

Eligible applicants are groups of at least 30 university students regularly enrolled, or behind by no more than one year, in a degree programme, one of whom will be acting as the supervisor and will be responsible for the initiative.

The application must state the students who, as applicants or replacement applicants, guarantee the University and third parties the proper implementation of the initiatives.

Furthermore, for this call for proposals:

- each group may submit up to three funding applications, each with different supervisors;
- each supervisor may sign only one funding application;
- the students who are not supervisors may sign up to three funding applications.

Should a collaboration be in place with associations participating to any extent in the initiatives or parts of them, the University may request their statutes or memorandum of association. Collaborations with organised groups must also be reported. In any case, collaborations with the University's Departments or Schools must be reported when submitting the application and the report must state the contribution received (in funds, tools, equipment, etc.). If such collaborations serve significant interests of a Department of the University rather than of students, the related application will be excluded from funding (in the teaching or research field).

Article 5 – How to apply

The supervisors must submit the application on-line following the instructions available on the web page www.unipd.it/iniziative-culturali-studenti and using **the online procedure open as from 21 November to 19 December 2022.**

The applications received after the deadline, or lacking signatures, attachments, budgets or declarations required for the application itself to be valid, shall not be considered.

The list of the types of initiatives for which funding may be requested is provided hereunder:

1. conferences and seminars;
2. exhibitions;
3. film festivals;
4. theatre activities, artistic performances;
5. live music concerts including preparatory workshops;
6. publishing initiatives, student magazines and newspapers;
7. sports events;
8. festivals, i.e. initiatives including at least three of the above types.

While filling in the application, supervisors must choose only one of these options.

The cultural initiatives funded in the previous year may only be submitted if the originals of the reports and of the accounting report, however partial, have been submitted to the Student Service Office.

Article 6 – Assessment committee and procedures

The Committee, set up with a Rector's Decree, shall assess the programme of the initiatives by giving priority to those that aim to increase the quality of the university life and by applying the following criteria:

1. **cultural relevance** (project value in the cultural and recreational field, entrepreneurship and originality, activation of international exchanges);
2. **range of target groups and access by the community** (participation of the unipd students involved in the initiatives, participation of students from different cultural backgrounds and international students, public and local involvement);
3. **coherence between the content of the proposal and the financial plan** (possible contributions to the initiative and external collaborations supporting it, coherence with the spending capacity of the previous year, if the initiative has been re-submitted, and of possible joint-funding, if any);
4. **originality of the initiative** (in terms of type of initiative and content).

The Committee shall not approve the proposals that:

- include educational content replacing and/or overlapping with curricular training activities;
- are already financed in other forms by the University;
- do not comply with the aims of this call for proposals;
- have a clear political propaganda nature.

The Committee shall submit the applications that are worthy of approval to the Board of Administration for the final decision -at its next meeting- along with a proposal of the estimated funding for each initiative.

Following the approval of the Board of Administration, the ranking list with the allocation of funds will be made public on the related web page www.unipd.it/iniziative-culturali-studenti. The publication of the

ranking list shall be considered, for all legal purposes, as notification to the interested parties of the allocation of funds.

Should a major revision of the proposal be necessary due to the allocated funding not matching the estimated budget, supervisors should accept the funding by emailing the Student Service Office (benefici.studenti@unipd.it) and submit a revised financial plan based on the funding actually granted.

By following the same procedure, supervisors shall give notice of the date, place and time of the event to be funded at least 15 days before the event is due as well as notify of any changes that may be made to parts of the initiative programme.

Article 7 - Student participation and promotion of the activities

The proposed initiatives must provide for the widest possible participation, free of charge and on a voluntary basis, of all the students at the University of Padua, regardless of the campus where the applicants attend their degree programme.

While promoting the funded initiatives and activities, the following wording must be used: "*Initiative supported by the University of Padua with the funds intended for Students' Cultural Initiatives*". However, the name and seal of the University must not be used in any other form or wording, unless authorised by the relevant University bodies.

The supervisors may also request the initiative to be posted on the University's website, by emailing the form (*Modello richiesta pubblicazione iniziativa*) available on the related web page www.unipd.it/iniziativa-culturali-studenti to benefici.studenti@unipd.it.

Article 8 - Terms of use of the contribution

The students responsible for the funded initiative must personally manage the supplies, acquiring regular documentation relating to the expenses and strictly following the instructions given below.

No funding is granted for the following expenses:

- a. purchase of durable goods;
- b. payment of cash prizes;
- c. expenses for gadgets, refreshments trips or educational trips;
- d. expenses for travel by private means (fuel, motorway tolls, mileage reimbursement);
- e. remuneration for services provided by the students, whether they are supervisors or signatories of the initiative, or by University lecturers.

The supervisors may request a down payment of no more than 50% of the funded awarded, exclusively 30 days before the date on which the initiative is to be held. The form (*Modello di richiesta acconto*) is available on the web page www.unipd.it/iniziativa-culturali-studenti and must be submitted via email to benefici.studenti@unipd.it along with the following attachments:

- 1) the form *Modulo dati per il pagamento (Allegato C)*;
- 2) a copy of the ID card of the supervisor, who must be the holder of the bank account indicated on the form.

The University treasury office cannot pay contribution in cash if the total amount exceeds EUR 1,000.00 (considering the down payment and the balance).

The balance payment of the funding is 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 report must be drafted using the forms specified herein and available on the related web page www.unipd.it/iniziativa-culturali-studenti, and the hard copy of it must be handed in:

- 1) the *Modello rendiconto e relazione finale*, in original and wet signed, must be submitted alongside validly accepted proof of expenses and the documentation certifying the implementation of the initiatives (e.g. photos, posters, published articles, etc.);
- 2) the original version of the form *Modulo dati per il pagamento (Allegato C)*;
- 3) a copy of the ID card of the supervisor, who must be the holder of the bank account indicated on the form.

The original of the proof of expenses must be attached and must be in the name of the supervisor of the initiative, even if the supervisor is acting in the name and on behalf of a student association.

Only the original signed invoices and/or the receipts indicating the nature of the expenses, the original travel tickets (only if by public transport) can be reimbursed.

As regards services provided by third parties (other than the supervisor and the signatories to the initiative), a distinction should be made between:

- **occasional work carried out by freelancers without VAT number:** if a student pays for an occasional freelance work, the service provider must issue a debit note as per the facsimile available at www.unipd.it/iniziativa-culturali-studenti (Annex A - Notula prestazione occasionale). When making the payment, the student is exempt from the withholding tax; however, she/he is obliged to inform the service provider that the amount paid has not been subject to withholding tax and must therefore be included in the income tax return. The student must also have the original of the declaration signed for acknowledgment by the freelancer and be provided with a copy of the freelancer's ID card. The facsimile is available at www.unipd.it/iniziativa-culturali-studenti (Annex B - Declaration);
- **professional services performed by freelancers with a VAT number:** in this case, freelancers issue an invoice in the name of the student responsible for the funded initiative.

The accounting reports received after the deadline, or lacking signatures, original version of the attachments, or other documentation needed for the application itself to be valid, shall not be considered.

Article 9 - Provision of funding and storage of documents

Funding (down payments and balance) will be disbursed by the Accounting Office of the University's Central Administration as described in the following instructions.

Any amounts given as down payment and not actually used will have to be returned: the supervisor will have to email benefici.studenti@unipd.it for instructions.

The documentation handed in along with the reports will be stored at the Student Service Office and made available to applicants for a period of one year.

Article 10 - Liability and funding withdrawal

The supervisors are entirely and directly responsible for the activities carried out under the initiative. The University shall be entitled to suspend funding and/or exclude the supervisor or the association from future funding at any time if conduct not compliant with the provisions set forth by this call for proposals or breaches occur.

Notwithstanding the provisions of the preceding paragraph, any disciplinary, administrative, civil and criminal liability that may arise with regard to those responsible for the initiatives shall remain unaffected.

Article 11 - Person appointed to oversee the procedure

Pursuant to art. 4 of law no. 241, dated 7 August 1990 (New rules on administrative procedures and right to access administrative documents) and subsequent amendments, Ms Alessandra Biscaro, Head of the Student Service Office, is appointed to oversee the administrative procedure.

Candidates may exercise their right to access the competition records following the procedures set forth by Italian Presidential Decree no. 184, dated 12 April 2006 (Regulations on accessing administrative documents in compliance with item V of law 241/90).

Article 12 - Processing of personal data

The personal data collected for the purposes outlined in this call for applications shall be processed in compliance with EU Regulation 2016/679 (General Data Protection Regulation, GDPR). The 'data controller' is the University of Padua, registered office in Via 8 Febbraio, 2 - 35122 Padova. The full text of the privacy policy statement is held by the data controller, or it is available at www.unipd.it/privacy.

Article 13 – General provisions

This call for proposals and the relevant forms are available on the University's website at www.unipd.it/iniziative-culturali-studenti.

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

NB The present call for applications is translated into English for informational purposes only. Should any disputes arise and for all legal purposes, only the Italian version shall be considered valid.

Padua, registration date

The Rector
Prof. Daniela Mapelli
digitally signed as per Italian legislative decree no. 82/2005

Person appointed to oversee the administrative procedure Dott.ssa Alessandra Biscaro	The Head of the Division Dott.ssa Roberta Rasa	The Director General Ing. Alberto Scuttari
Date	Date	Date