

# Guidelines for Project Funding

Please read before applying

## Communication

Xyländerstraße 17  
76829 Landau  
Tel.: 06341 – 91 79 -200 / -201  
E-Mail: [projektfoerderung@stw-vp.de](mailto:projektfoerderung@stw-vp.de)  
Web: [projekte.stw-vp.de](http://projekte.stw-vp.de)

As of 13. March 2025

The Studierendenwerk Vorderpfalz has the task of providing social support for students at the universities assigned to it in accordance with § 112 Para. 1 No. 5 of the Higher Education Act, as well as providing economic, social and cultural support.

This includes in particular the awarding of support and grants in accordance with our business plan and the support of cultural, social and ecological events organised by our students.

The Studierendenwerk supports projects of all the universities assigned to us by the students in Landau, Ludwigshafen, Neustadt an der Weinstraße, Worms and Germersheim that are geared towards the common good.

## 1. Project funding

- 1.1. Project funding applies to productions and events from all artistic and cultural genres such as music, theatre, dance, visual arts, literature, film, new media, local history, architecture, sociocultural, intercultural and interreligious dialogue, children's and youth culture.
- 1.2. Project funding also relates to non-profit projects of a social nature that concern the coexistence, integration or participation of students in university life.
- 1.3. Project funding also relates to projects for society as a whole, for example in the areas of environmental protection, sustainability and gender equality.
- 1.4. Project funding is provided in accordance with these funding guidelines.
- 1.5. A claim for funding cannot be asserted.
- 1.6. The Administrative Board approves the annual funding budget in the business plan of the Studierendenwerk. The annual funding budget is binding.

## 2. Forms of project funding

Project funding is provided by, among others:

- 2.1. Advice for applicants,
- 2.2. Provision and procurement of existing infrastructure (on request),
- 2.3. Granting financial support for the specific project to partially cover a financial shortfall (shortfall financing),
- 2.4. Supplementary public relations work on the channels of the Studierendenwerk.

### **3. Requirements for financial project support**

A project can be financially supported within the budget framework of the Studierendenwerk Vorderpfalz upon formal application if it is:

- 3.1. a professional or non-professional, publicly accessible, time-limited cultural or artistic event or production that takes place in Landau, Ludwigshafen, Neustadt an der Weinstraße, Worms or Germersheim and in the realisation of which there is a public interest. A public interest is generally given if the project represents an enrichment for cultural life, in particular if it deals with current artistic or social issues by breaking with conventional perspectives or deals with cultural identities in an independent way and the project cannot be realised without the use of external funds and the calculation shows an uncovered shortfall with appropriate own contribution with otherwise balanced financing.

The following are excluded from financial project support:

- 3.2. commercial, profit-orientated projects,
- 3.3. non-profit commercial projects that primarily pursue business objectives such as image cultivation or marketing of a commercial enterprise,
- 3.4. Events whose main purpose is public welfare,
- 3.5. Events with a predominantly internal meeting character,
- 3.6. Artistic or scientific projects that are required by the university as a compulsory part of the degree programme.
- 3.7. Projects outside the cities for which the Studierendenwerk Vorderpfalz is responsible, except in the case of international cultural activities, in particular existing town twinning programs.

### **4. Application / decision on project funding**

- 4.1. The application for project funding must be submitted to the Communications Department of Studierendenwerk Vorderpfalz using the digital form at [projekte.stw-vp.de](http://projekte.stw-vp.de) and submitted digitally with all the required information.
- 4.2. The application must be accompanied by a detailed written description of the project in the above-mentioned form.
- 4.3. Applications for a project must be received by the Studierendenwerk via the digital form at [projekte.stw-vp.de](http://projekte.stw-vp.de) at least 6 weeks before the planned event.
- 4.4. The assessment of the project funding application is carried out by the Communications Department of the Studierendenwerk. The approval or rejection of the funding by the management of the Studierendenwerk will be communicated to the applicants by email as soon as possible.

### **5. Criteria for the evaluation of project funding applications**

- 5.1. The financial project funding by the Studierendenwerk is exclusively for the partial compensation of an expected financial shortfall (shortfall financing).
- 5.2. The utilisation of project grants awarded must comply with the principles of economic efficiency and economy.
- 5.3. As a rule, the following are not recognised:
  - 5.3.1. The applicant's own fee costs.
  - 5.3.2. Costs of representation and additional services provided free of charge to third parties (receptions, etc.).
- 5.4. The required personal contribution can be provided in particular through a financial contribution, through material and personnel contributions, through the provision of infrastructure and through voluntary work.
- 5.5. As a rule, projects are funded up to an amount of € 500. In exceptional cases, a higher amount may be funded.
- 5.6. A retroactive application for funding cannot be considered.

## **6. Payment of the subsidy amount**

- 6.1. The applicant shall submit an invoice for the funding amount immediately after the event sponsored by us:  
Studierendenwerk Vorderpfalz AöR  
Promotion of Student Projects  
Communication Department  
Xylanderstraße 17  
76829 Landau  
Invoicing in PDF form as an email attachment to [projektfoerderung@stw-vp.de](mailto:projektfoerderung@stw-vp.de) is sufficient.
- 6.2. The invoice must contain all necessary information about the account holder, the IBAN and the BIC number. The Studierendenwerk must receive the invoice no later than two weeks after the end of the subsidised event. The Studierendenwerk reserves the right to reject invoices submitted later and to allocate the approved funding amount elsewhere.
- 6.3. The expenditure items listed in the cost plan should be documented with receipts (enclose copies).
- 6.4. We must receive all invoices no later than two weeks after the event. For events in December, we must receive invoices by the end of the year.
- 6.5. A sample invoice is available on the homepage as a template for invoicing.

## **7. Documentation / communication of the funding**

- 7.1. The applicant shall document the sponsored event with photos (2-3 are sufficient) and any press releases by e-mail to [projektfoerderung@stw-vp.de](mailto:projektfoerderung@stw-vp.de).
- 7.2. The Studierendenwerk must be named as a sponsor in all publications and press releases - whether print, web or social media. If this point is not fulfilled, the Studierendenwerk Vorderpfalz reserves the right to reduce funding. All applicants will receive a current logo from the Studierendenwerk, which must be included in all publications with the note "with the support of".
- 7.3. The applicants agree that photos from the funded project and event details may be used for the publications of the Studierendenwerk.

## **8. Contact person for questions regarding project funding**

Studierendenwerk Vorderpfalz AöR  
Communication department  
Xyländerstraße 17, 76829 Landau  
Phone: 06341 – 9179 – 200  
E-Mail: [projektfoerderung@stw-vp.de](mailto:projektfoerderung@stw-vp.de)  
Web: [projekte.stw-vp.de](http://projekte.stw-vp.de)