



KSU GREEN FUND

Regulations

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Section A: Information About the Fund

1. Introduction

- 1.1. "KSU" refers to Kunsill Studenti Universitarji, elected or appointed through an election held by the AGM's appointed Electoral Commissioners and the Education and Social Policy Commissions.
- 1.2. The KSU Green Fund (hereinafter referred to as the Fund) is managed and administered by KSU.
- 1.3. The Fund is created from the collection of the €7 green contribution collected with every KSU Parking Permit issued. Any third party willing to contribute to the fund in cash or in kind may do so.
- 1.4. The Fund has an allocated budget of €27,000.00 for the academic year 2024-2025.
- 1.5. Shall there be any part of the fund which remains unused, such funds can be carried over to the Fund announced the year after, or allocated to other designated funds as decided by the KSU Executive. If the Fund is discontinued, the KSU Executive will determine the allocation of remaining funds through a transparent process.
- 1.6. The call for applications is issued by KSU under the Fund. The regulations for the KSU Green Fund are published on the KSU website www.ksu.org.mt. These regulations are an integral part of the application process.
- 1.7. The aim of the Fund is to promote and encourage sustainable and green practices on campus, such as alternative modes of transport, improvement of green spaces and funding of green initiatives which have a direct effect on student's lives on campus.
- 1.8. Any student enrolled at the University of Malta and holding a KSU Account can apply to only one of Action Procedures 1 to 6 outlined in these regulations.
- 1.9. Students registered at the University of Malta and holding a KSU Account, student organisations and groups of students can apply to Action Procedure 7 of the Fund.
- 1.10. A student, group of students or student organisation who applies for a grant under these regulations is hereinafter referred to as the "Applicant".

2. Action Procedures

2.1. Action 1: Subsidy on Bicycle Purchases

To encourage the use of bicycles as sustainable modes of transportation among University of Malta students.

2.2. Action 2: Subsidy on Pedelec Purchases

To encourage the use of pedelecs (pedal electric cycles) as sustainable modes of transportation among University of Malta students.

2.3. Action 3: Subsidy on Electric Scooters

To promote the adoption of electric scooters as an environmentally friendly transportation option for students.

2.4. Action 4: Helmet Purchases

To ensure safety by subsidizing the purchase of helmets, especially for students using bicycles, electric scooters, or motorcycles.

2.5. Action 5: Subsidy on Kick Scooter Purchases

To support the use of kick scooters as an eco-friendly transport option for students.

2.6. Action 6: Subsidy on Motorcycle Permit Course (10-hour 125cc Scheme or A licenses)

To assist students in obtaining their motorcycle permits, promoting safer and more sustainable transportation methods.

2.7. Action 7: Subsidy on Green Events

The fund will be awarded towards a project-based initiative as set by either an individual student, a group of students or student organisation that promote any of the following:

- Renewable Energy: Projects focused on implementing or improving renewable energy sources (e.g., solar panels, wind energy).
- Waste Reduction: Initiatives to reduce waste, promote recycling, or implement circular economy principles.
- Sustainable Transportation: Projects encouraging green transportation, such as bike-sharing programs, electric vehicle charging stations, or public transit incentives.
- Biodiversity: Efforts to restore ecosystems, increase green spaces, or plant native flora to support local wildlife.
- Water Conservation: Initiatives aimed at reducing water use or improving water quality.
- Environmental Education and Awareness: Projects that engage the community or student population in sustainability education, workshops, or awareness campaigns.

3. Grant Request per Action

Actions 1 to 6 have a combined budget of €22,000 while action 7 has a budget of €5,000.

The amount requested by an Applicant shall be:

- Action 1: Not more than €250.
All grants falling under all Actions shall have a 20% co-financing amount supported by the Applicant. Ex. When requesting the maximum amount of €250 the receipt presented by the Applicant shall amount to at least €312.50 which includes the amount of €62.50 co-financing.
- Action 2: Not more than €400.
All grants falling under all Actions shall have a 20% co-financing amount supported by the Applicant. Ex. When requesting the maximum amount of €400 the receipt presented by the Applicant shall amount to at least €500 which includes the amount of €100 co-financing.
- Action 3: Not more than €250.
All grants falling under all Actions shall have a 20% co-financing amount supported by the Applicant. Ex. When requesting the maximum amount of €250 the receipt presented by the Applicant shall amount to at least €312.50 which includes the amount of €62.50 co-financing.
- Action 4: Not more than €110.
All grants falling under all Actions shall have a 20% co-financing amount supported by the Applicant. Ex. When requesting the maximum amount of €110 the receipt presented by the Applicant shall amount to at least €137.50 which includes the amount of €27.50 co-financing.
- Action 5: Not more than €250.
All grants falling under all Actions shall have a 20% co-financing amount supported by the Applicant. Ex. When requesting the maximum amount of €250 the receipt presented by the Applicant shall amount to at least €312.50 which includes the amount of €62.50 co-financing.
- Action 6: Not more than €170.
All grants falling under all Actions shall have a 20% co-financing amount supported by the Applicant. Ex. When requesting the maximum amount of €170 the receipt presented by the Applicant shall amount to at least €212.50 which includes the amount of €42.50 co-financing.
- Action 7: Not more than €1,000.
All grants falling under all Actions shall have a 20% co-financing amount supported by the Applicant. Ex. When requesting the maximum amount of €1,000 the receipt presented by the Applicant

shall amount to at least €1,250 which includes the amount of €250 co-financing.

4. The KSU Green Fund Evaluation Board

- 4.1. The KSU Green Fund Evaluation Board (hereinafter referred to as “the Board” refers to the governing body responsible for the supervision and decision-making related to the management and allocation of the Fund.
- 4.2. The Board is appointed through resolution of the KSU executive according to these Regulations.
- 4.3. The Board shall base all of its decisions on the Rules and Regulations outlined in this document and in case of any lacunae, base their decisions on good faith and the principles of natural justice to their discretion.
- 4.4. The Board shall be made up of five (5) members:
 - The KSU President *ex-ufficio* as the Chairperson, who shall have the casting vote;
 - The KSU Financial Officer *ex-ufficio* as the Vice-Chairperson;
 - Two student members selected by the KSU Executive;
 - A member of the academic staff at the University of Malta, selected by the KSU Executive.
- 4.5. The Board’s Chairperson shall appoint an independent secretary, who shall be responsible for the minutes of the Board meetings. The secretary shall not have a vote during meetings.
- 4.6. Decisions can only be taken when a quorum of four out of five voting members are present. The decisions taken by the Board are final and no appeal can be made.
- 4.7. The Board will decide whether the grant requested is feasible and sustainable as well as within the stipulated budget plan. Shall the Board feel that this sponsorship is not so, it may reject the application.
- 4.8. The term of office of the Board shall be from the launch of the Fund until 31st May 2025 or until all of the funds allocated are used up.
- 4.9. If, at the discretion of KSU, the Fund is deemed to no longer be sustainable with the aim of ensuring the sustainability of the Fund for future years, funding may be temporarily or permanently stopped.

Section B: Information for Applicants

5. Application and Evaluation Process

- 5.1. All e-applications received by the Board will undergo an evaluation procedure.
- 5.2. All e-applications are checked against the eligibility and exclusion criteria by the KSU Financial Officer. The result of these checks, together with the Applicant's application, and a summary thereof, is forwarded to the Board for its consideration.
- 5.3. The Board shall review the applications and decide whether to approve or question any of the documentation supplied in the application.
- 5.4. The Board may ask for further proof or documentation as deemed necessary.
- 5.5. The Board may decide whether the Applicant is granted funding or reject the Applicant's application, based on these regulations.
- 5.6. The KSU Financial Officer shall grant the funds, based on the budget available.
- 5.7. For Action 7, Projects that prioritise the enhancement of sustainability and greening on the university campus and effecting the student body will be favoured.
- 5.8. All applicants shall be notified of the result of their application in writing. On termination of the e-application procedure the documents including the e-application form and the scoring documents will not be returned to the applicant.
- 5.9. The decisions taken by the Board are final and no appeal can be made.

6. Eligibility Criteria

- 6.1. Eligible Applicants
 - For Actions 1 to 6:
 1. The Applicant must be a full-time or part-time enrolled student at the University of Malta.
 2. The Applicant must hold an online account with KSU.
 3. The Applicant shall not have received previous funding from KSU or any other Student Organisation for the item for which funding is requested.
 4. The Applicant shall provide the necessary documentation as outlined in these regulations.
 - For Action 7:

1. The Applicant must be a full-time or part-time enrolled student at the University of Malta, a group of students, or a senate-recognised Student Organisation at the University of Malta.
2. All student applicants (i.e., not an organisation) must be enrolled in a full-time or part-time course and have a KSU Account.
3. The Applicant shall not have received previous funding from KSU or any other Student Organisation for the project for which funding is requested.
4. The Applicant shall provide the necessary documentation as outlined in these regulations.

6.2. Eligibility Criteria

- Activities and initiatives being funded or subsidised by this Fund shall generally be of a non-profit-making nature.
- The initiative must be targeted at University Students as its main audience.
- The project shall be innovative and in line with the fund's priorities.
- The project shall demonstrate sustainability and impact.
- Successful Applicants shall keep the KSU Finance Officer informed of its activities, alongside the KSU President.
- The project shall take place or shall have taken place in the current academic year, i.e. Monday 30 September 2024 to Friday 26 September 2025.

6.3. Exclusion Criteria

- The project for which funding is requested has been granted previous funding from KSU, another Student Organisation or Government or European Union funding.
- The Applicant has the intent to resell the subsidised items.
- The project is of a profit-oriented nature.
- The project is a repeat of similar projects which took place in recent years.
- The Applicant has pending financial or administrative obligations to KSU.
- The Applicant or Application does not observe any of the eligibility criteria.
- Applications which conceal sources of funding in addition to the Fund will be automatically disqualified.

6.4. Number of Applications

- A maximum of one e-application under Actions 1 to 5, one e-application for Action 6, and one e-application for Action 7 per

Applicant shall be submitted over the course of the University of Malta's academic year.

6.5. Application process

- E-applications may be submitted to KSU online and can be found on the KSU website (www.ksu.org.mt).
- E-applications shall be accepted from Wednesday 5th December 2024 until Sunday 5th January 2025, and from Friday 14th February 2025 until Friday 14th March, or until the fund is depleted. No applications will be accepted after this date.

7. Application Requirements

7.1. For all Actions under this Fund, an Applicant shall provide:

- Evidence of their enrolment at University during the stipulated period.
- Their name and surname
- Their ID Card No.
- Their Mobile Number
- Their Home Address
- Any applications for subsidy purchases must be presented with a valid fiscal receipt as a proof of purchase.

7.2. For Action 1, an Applicant shall also provide:

- A valid fiscal receipt of the bicycle.
- A valid certificate of warranty.

7.3. For Action 2, an Applicant shall also provide:

- A valid fiscal receipt of the pedelec.
- A valid certificate of warranty.

7.4. For Action 3, an Applicant shall also provide:

- A valid fiscal receipt of the electric scooter.
- A valid certificate of warranty.
- A copy of the scooter logbook, if applicable.

7.5. For Action 4, an Applicant shall also provide:

- A valid fiscal receipt of the helmet.

7.6. For Action 5, an Applicant shall also provide:

- A valid fiscal receipt of the kick scooter.
- A valid certificate of warranty.
- A copy of the scooter logbook, if applicable.

7.7. For Action 6, an Applicant shall also provide:

- A valid fiscal receipt of payment for the course fee.
- A valid certificate of completion of the course.

7.8. For Action 7, an Applicant shall also provide:

- Correctly filled-in Form
 - Proof of being appropriately Senate recognised or Being a Registered Student holding a KSU Account
 - Initiative Description/Request
 - a detailed budget including all expected expenses and income sources
 - Co-Financing Details, showing proof of funds or financial commitments from other sources for the 20% co-financing contribution.
 - A detailed marketing plan of the event.
 - A detailed maintenance plan is required to ensure the project's long-term sustainability.
 - If applicable, any necessary permits or approvals from relevant authorities
 - Letters of Support (if applicable) from partner organisations, stakeholders, or community leaders supporting the project and its objectives.
 - Quotations/Invoices/Receipts/Relevant Documentation
 - Other Relevant Documentation
 - Declaration of Authenticity
- 7.9. An e-application will be accepted only if:
- Submitted via the correct e-application form which is completed in full.
 - It shows a budget in conformity with these regulations.
 - It is accompanied by all the requested additional documentation.
 - It is delivered by the stipulated deadlines.

8. Funding

- 8.1. No payment will be issued without evidence of fiscal receipts and any further evidence as deemed necessary by the regulations and by the Board.
- 8.2. Prior to the payment being made, the Applicant must prove that KSU and ERA have been tagged and credited with a photo of the purchase and a description stating “purchased through the KSU Green Fund @ksumalta @era.malta” or a similar description which is made in a clear and legible manner through an Instagram story, or in the case of the Applicant not having such an account, another type of social media post after approval by the KSU Public Relations Officer.

- 8.3. If any subsidies allocated by the Board and Financial Officer are not collected by the Applicant by the announcement of the subsequent Green Fund, the allocated funds shall be re-absorbed by the Fund.
- 8.4. The Fund shall finance 80% of the application costs to the maximum indicated in Article 3 of these regulations. Shall the total cost of the application exceed the 100% amount as indicated in Article 3 of these guidelines the applicant may complement the sum granted through the Applicant's own financial resources or by seeking private assistance.
- 8.5. To avoid the risk of double-financing, the Applicant must indicate in the relevant section of the e-application form, the sources and the amounts of any other funding received or applied for in the same academic year.
- 8.6. Acceptance of an e-application does not necessarily constitute an undertaking to award funding equal to the amount requested by the applicant (this funding could be reduced).
- 8.7. The awarding of a grant does not establish an entitlement for subsequent years.
- 8.8. It shall be noted that the grant amount foreseen by the agreement is to be considered as a maximum which cannot be increased in any circumstances.
- 8.9. Furthermore, the amount allocated may not exceed the amount requested.