

KSU ORGANISATIONS' FUND

Regulations

Table of Contents

Section A: Information About the Fund.....	2
1. Introduction	2
2. Action Procedures.....	3
3. Grant Request Budgets and Limits	3
4. The KSU Organisations Fund Evaluation Board	3
Section B: Information for Applicants.....	5
5. Application and Evaluation Process.....	5
6. Eligibility Criteria	6
7. Application Requirements	7
8. Funding Process	8

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 Organisations Fund (hereinafter referred to as the Fund) is managed and administered by KSU.
- 1.3. The Fund is created from pool of funds set aside by KSU for this specific purpose. 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 €12,000 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 Organisations 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 Student Organisations to work together to hold events in aid of charity, social causes and in the interest of students and student well-being, and foster collaboration between different student organisations.
- 1.8. The priorities for funding under the Fund include:
 - Student Welfare: Projects that improve the quality of life and well-being of students.
 - Social Causes: Initiatives that support social issues and charitable causes.
 - Student Engagement: Activities that increase student involvement and participation.
 - Sustainability: Projects that demonstrate long-term benefits and sustainability

1.9. Any senate recognised student organisation at the University of Malta can apply only once to the Fund outlined in these regulations.

1.10. A student organisation who applies for a grant under these regulations is hereinafter referred to as the "Applicant".

2. Action Procedures

2.1. **Action 1: Activity-Based Initiatives:** Activities shall be innovative and impactful. Must include a clear plan for sustainability beyond the initial funding.

3. Grant Request Budgets and Limits

3.1. **Action 1:** This action will have a budget of €10,000. Applicants can request up to a maximum of €2,000.

4. The KSU Organisations Fund Evaluation Board

4.1. The KSU Organisations 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;
- The KSU Student and International Affairs Officer *ex-ufficio*;
- One student member 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. In awarding funds to applicants, the Board shall inter alia take into account the following criteria:
 - Originality of proposed project;
 - Quality of proposed project [on the basis of objectives, content, viability and methods];
 - Quality of the marketing of the project;
 - Quality and Content of Application Form;
 - Impact of the proposed project [audience];
 - The long-term sustainability of the Project.
- 5.6. The Board is at liberty to draft any additional criteria to determine the acceptance or rejection of the application.
- 5.7. Shortlisted applicants may be invited for interviews.
- 5.8. Those e-applications which have successfully passed these checks are evaluated by the Board and ranked accordingly.
- 5.9. Once the evaluation is completed, the KSU Financial Officer prepares a ranking list of the final mark of each project according to the final marks issued by the Board. The Board shall review the final marks and may decide to approve or question any of the results. The Board decides on the projects to be granted funding, based on the final ranking order list and the budget available.

5.10. 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.

5.11. The decisions taken by the Board are final and no appeal can be made.

6. Eligibility Criteria

6.1. Eligible Applicants

- The Applicant must be a senate-recognised Student Organisation at the University of Malta.
- The Applicant shall not have received previous funding from KSU or any other Student Organisation for the project for which funding is requested.
- The Applicant shall provide the necessary documentation as outlined in these regulations.
- Projects shall take place or shall have taken place in the current academic year, i.e. Monday 30 September 2024 to Friday 26 September 2025

6.2. 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 for a profit.
- 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.
- The Fund cannot be used to settle any pending bills the Organisation might have. It is aimed at motivating applicants to come up with new projects or purchase of equipment that would engage the target audience.

6.4. Number of Applications

- Only one e-application per Applicant shall be submitted over the course of the University of Malta's academic year.
- This implies that each Applicant may only benefit from one Action that falls under this Fund per 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 Friday 28th February 2025, or until the fund is depleted. No applications will be accepted after this date.

7. Application Requirements

7.1. All documentation shall be attached within the Application Form listed on the website in the following order and manner:

- Correctly filled-in Form
- Proof of being appropriately Senate recognised
- The Organisation's Annual Plan
- Initiative Description/Request and how this will fit in to the Organisation's Annual Plan

- A detailed budget including all expected expenses and income sources
- Quotations/Invoices/Receipts/Relevant Documentation
- Sustainability Plan
- 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.
- Other Relevant Documentation
- Declaration of Authenticity

7.2. Documents shall be submitted in PDF format wherever possible.

7.3. All documents must be submitted through the KSU e-application portal.

8. Funding Process

8.1. Funds are released only upon the presentation of the relevant receipts or invoices.

8.2. The KSU Financial Officer shall assess and review each project's final report to evaluate the initiative's impact, effectiveness, and sustainability.

- Shall the final report be unsatisfactory, the KSU Financial Officer can reject the report, and ask the grantee to resubmit the report.