

## ***General guidelines special project grant***

### ***What's the special project grant?***

The special project grant is a grant created by hufak that **all ÖH members can apply for**. The grant is **not exclusively intended for artistic or individual projects**. We want to promote a **variety of student projects** (lectures, workshops, exhibitions, etc.). The **maximum amount of funding is €1,100**. (If you need less money for a smaller project, please take a look at our [\*lightnin' grant\*](#).)

There are **two deadlines per semester** for special projects. Applicants will receive feedback within two weeks as to whether and to what extent their project will be funded. **We can only grant funding to each person once per academic year**.

To be eligible for funding, your project must still be in **the planning phase** (i.e. not yet completed). We require some **documentation, such as a written project description, sketches or photos**, to help us better understand your ideas. It is also important to provide a **list of cost**, i.e. a detailed list of what hufak is to finance, as well as a **schedule** with dates for the various project phases.

Disclaimer: The special project grant works with **reimbursement**. That means that you **first have to pay everything yourself** and we reimburse you after receiving your invoices. (**Fees (Honorarnoten) are an exception**, they may be paid directly by hufak.) Invoices must have been issued no more than 6 months prior to the application date. **The special project grant is project-based**.

**If you find yourself in a difficult social/ financial situation, look at our other funding options: Hardship Fund/ hufaking cares/ Social Fund.**

If you have any questions about the special project grant, please send an email to [kunstundtheorie@hufak.net](mailto:kunstundtheorie@hufak.net) or drop by our weekly office hours at the Hufak Office (see website).

## ***Who can apply for special project funding?***

All ÖH members. (We require a current **confirmation of enrolment (Inskriptionsbestätigung) from any Austrian university**). If it is a group project, **one person must be designated as the applicant**. This is the person we need the confirmation of enrolment of. The **other participants should be listed** on the application form. **Communication and reimbursement will be done with the main applicant**.

## ***Which projects can we (not) fund?***

The special project funding is intended for **projects in the planning phase**. We **do not fund projects** that are **already being implemented or have already been completed/ presented**. Each project (including follow-up projects) can **only be funded once**. We **do not fund work that arises in courses**, including final and **diploma projects or ZKF** and festival presentations. Nor do we fund projects that are **primarily commercial** in nature.

The project must be **relevant or accessible to most students** at the University of Applied Arts. It should consider at least one of the following aspects: **anti-racism, feminism, queer studies, anti-discrimination, accessibility, participation, sustainability, networking with students, institutions, associations and collectives outside the University of Applied Arts**.

Examples of things we can fund:

- **Material and printing costs** (unfortunately, we cannot cover printing costs from the hallway printer. We are not allowed to fund unbuilt hardware such as laptops, etc.).
- **Equipment rental** (if not available at the university)
- **Catering** (e.g. snacks at workshops; no restaurant bills)
- **Transport costs** (of material and works, no passenger transport)
- **Costs for university facility management** (cleaning staff, porters, security)
- **Fees (Honorarnoten)** (if no student is available to do the work. We are not permitted to pay students at the University of Applied Arts.)
- **Room rental** (if no rooms are available or suitable at the University of Applied Arts)

## ***How does the application process work?***

Please upload **your documents via the link on the HUFAC website**. The application deadlines (twice per semester) can be found on the website.

Please include the following documents:

- **Completed application form**
- **Confirmation of enrolment (Inskriptionsbestätigung)** of the applicant
- **Project description as a PDF (should include at least the following):**
  - **List of costs** (What do you need the money for exactly? Where else are you applying for funding and how much money are you requesting?)
  - **Schedule** (What stage of planning is the project at? What still needs to happen and when? When/where is the project to be finalized?)
  - **Written project description**
  - **Drawings/ sketches/ photos**

## ***How does the grant payment work?***

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The special project jury reviews all applications and **responds with an acceptance or rejection no later than two weeks after** the respective deadline. We reserve the right to **only partially fund projects, in which case we will specify exactly which costs will be covered.**

**If the application is granted, we will provide you with a Link for the upload of the documentation** (as PDF) and the **invocies**. Please let us know per Email (**kunstundtheorie@hufak.net** and **wiref@hufak.net**) once the upload has happend and we will renburse your expenses upon checking the reciepts.

In the case of **online receipts, we require confirmation of payment** (e.g. screenshots of online banking). **Physical receipts must be submitted in original and signed by the applicant to the Hufak Office.**

The documentation of your project should summarize its progress and content: Please compile a document with a **summary text** (at least half a DIN A4 page) as well as **photos** and, if applicable, **posters/flyers**.

The following note must be displayed at least once in the project (e.g. on flyers, (online) event invitations, posters, films, etc.): **'Special project funded by hufak (student union – University of Applied Arts)'** or the hufak logo must be used.

**Disclaimer: If no documentation is sent after completion of the project or if hufak is not mentioned, we reserve the right to cancel the funding.**

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