



## **Guidelines for the promotion of student activities by the Student Council of the Franz Liszt University of Music Weimar**

The Student Council (hereinafter referred to as StuRa) aims to motivate students to take their own initiatives and to realise artistic, cultural, political, scientific and educational projects outside of the university programme.

Therefore, the joint financial resources for the promotion of student initiatives should be distributed transparently and equally to students. In order to achieve this transparency, this guideline serves as a general guideline for all students and as a guideline for the StuRa to assess and categorise the projects applied for funding.

This guideline applies to all grants and applications from 8 April 2024.

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**StuRa**  
HfM Weimar



**§1**  
**Composition of the StuRa's financial resources**

- a) The financial resources available to the StuRa are made up of the funds collected with the semester contribution, the amount of which is regulated by the contribution regulations.
- b) Furthermore, the StuRa is in favour of funding from the LZSG (long-term tuition fees) in coordination with the university management.  
-> see regulations on the use of the LZSG

**§2**  
**Staggered funding in support levels I and II**

- I. Subsidy for participation in competitions, masterclasses, conferences, Conferences, excursions, etc. max. 100  
euros per academic  
year
- II. Organisation and implementation of concerts, projects, workshops and other events
  - a) Smaller projects max. 500 Euro
  - b) Larger projects . 1.000 Euro
  - c) Projects particularly worthy of support . 3,000 euros

The categorisation into a), b) or c) takes place after the project has been presented to the StuRa. The decisive factors for this are the amount of costs incurred, the general effort and the possible reach or external impact.



### §3

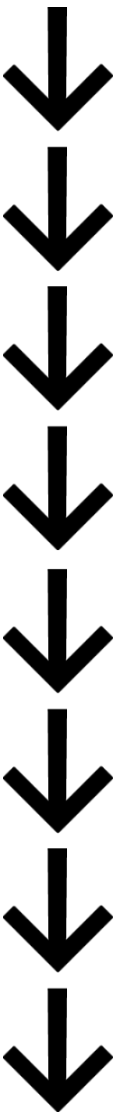
#### Criteria for determining eligibility

Grants can be awarded for	Grants <u>cannot</u> be awarded for:
<ul style="list-style-type: none"><li>• Advertising</li><li>• Insurance</li><li>• Travelling expenses</li><li>• Participation fees</li><li>• Room hire</li><li>• Transport</li><li>• Lending of equipment, sheet music, instruments, etc.</li></ul>	<ul style="list-style-type: none"><li>• Fees, royalties</li><li>• Presents, flowers etc.</li><li>• Purchase of equipment, sheet music, instruments, etc.</li><li>• Food and drinks</li></ul>
<p>This only applies as long as there is no possibility of provision by the university.</p>	

### §4

#### Requirements for the eligibility of projects in funding level II

- The main initiative must come from the students and not from teachers or the university.
- The project has idealistic character and serves not the financial gain.
- The project should be tangible in Weimar.
- The project should be accessible to all HfM students free of charge. This can also be the case, for example, through a public dress rehearsal.
- Co-operations, e.g. with other universities, are expressly supported.



## §5 Procedure

### 1. Authorisation to apply

All duly enrolled students of the HfM Weimar are entitled to submit an application. A presentation of projects of funding level II during the public meeting will be made after invitation by the applicants.

### 2. Application

The completed application form, available online on the homepage (<https://www.hfm-weimar.de/studieren/meine-hochschule/stura>) or in the Form Centre of the HfM (<https://www.hfm-weimar.de/studieren/formularcenter>), must be submitted by the deadline. The applications will be sent to the StuRa either via the StuRa mailbox in the Fürstenhaus or by e-mail ([stura.finanzen@hfm-weimar.de](mailto:stura.finanzen@hfm-weimar.de)).

### 3. Deadlines for the application

Funding level I: No later than four weeks after the start of the project, for projects during the lecture-free period no later than 15 October or 15 April of the respective year. Funding level II: No later than two weeks before the start of the project.

### 4. Decision on a funding application

After receiving the application, the StuRa usually decides on the eligibility for funding at the following meeting. The result is published within the university in the minutes of the meeting and communicated to the applicants by email.

### 5. Settlement and payment

The StuRa will only transfer the funding amount retroactively and after receipt of original invoices or receipts within the limitation period.

Deviations from the highest subsidy amount are possible when calculating the subsidy amount.

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## §6 Fundamentals

- Funding for particularly outstanding projects is possible from both StuRa and LZSG funds. The regulations on the use of the LZSG provide detailed information on this.
- A comprehensive financial overview must be submitted to the StuRa. Additional funding from third parties is possible, but must be stated accordingly when submitting the application. The StuRa reserves the right to withdraw funding in the event of incorrect or missing information.
- Several individual Level II applications for one project are not permitted.
- Collective applications for funding level I are not permitted.
- All events of the Förderstufe II must be publicised and open to the public.
- In the case of funding level II, applicants are obliged to use the StuRa logo in a suitable form on advertising material of all kinds in connection with the funded project and after consultation with the StuRa.

The logo is used in accordance with the StuRa's general design guidelines.

- Final examinations can only be funded if the above requirements are met to a particularly high degree.
- Limitation period:

Funding can only be paid out on the basis of supporting documents submitted within three months of the application being approved. Proof submitted after this date will no longer be considered. The deadline will be communicated by the StuRa with the notification of approval and can be adjusted on request for projects in funding level II.

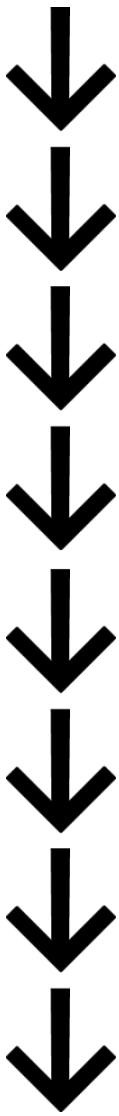
This only applies to grants that are paid from StuRa funds.

In the case of a recommendation to the LZSG, a period of one year applies from the date of confirmation.

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- Funding is only possible up to the limit of the funds available to the StuRa.

This may also be the case before the end of the semester or year.

- There is no legal entitlement to funding. A written statement from the StuRa can be requested.

The guideline comes into force with the decision of 02.04.2024 and applies to all funding applications received from 08.04.2024.

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## Promotion guide

Funding application and accounting form via the form centre or StuRa websites.

1. Complete the funding application and submit it in accordance with the deadlines (see funding guidelines) in the post box or by e-mail (stura.finanzen@hfm-weimar.de).

2. After receiving the funding confirmation, collect the relevant evidence for the invoice.

The following could serve as proof:

- For projects with own contribution: Proof of transfer or payment with corresponding confirmation of participation
- Invoices and original receipts
- Train or flight tickets as an online option

3. Completion of the accounting form and submission of the relevant supporting documents

- Everything can be submitted by e-mail
- Original invoices clearly labelled via the StuRa mailbox in the Fürstenhaus

4. After processing by the StuRa, the funding amount will be transferred to the specified account as soon as possible.

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