

KSU EURODESK FUND FOR STUDENT ORGANISATIONS

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. "Eurodesk" refers to the European Youth Information Network coordinated nationally by Aġenzija Żgħażaġħ, the National Youth Agency of Malta.
- 1.3. The Eurodesk Fund for Student Organisations (hereinafter referred to as the Fund) is managed and administered by KSU.
- 1.4. This fund is a collaboration between KSU and Aġenzija Żgħażaġħ, with the support of Eurodesk MT.
- 1.5. The Fund is created through funds given to KSU from the Eurodesk Malta programme for 2025 by Aġenzija Żgħażaġħ. The Eurodesk Malta programme receives the support of the European Commission under the Erasmus + programme.
- 1.6. The Fund has an allocated budget of €5,000 for the academic year 2024-2025.
- 1.7. Shall there be any part of the fund which remains unused, the designated funds will be returned to Aġenzija Żgħażaġħ and will be utilised to promote Eurodesk initiatives with young people in Malta.
- 1.8. The call for applications is issued by KSU under the Fund. The regulations for the Eurodesk Fund for Student Organisations are published on the KSU website www.ksu.org.mt and the Aġenzija Żgħażaġħ website <http://youth.gov.mt> . These regulations are an integral part of the application process.
- 1.9. The aim of the Fund is to promote learning mobility opportunities for young people. These opportunities include volunteering, internships, scholarships, and participation in European projects and initiatives, while also raising awareness of the resources available through the Eurodesk and the European Youth Portals.
- 1.10. The Fund prioritises initiatives that promote learning mobility opportunities for young people through the availability of reliable youth-friendly information for students on:

- volunteering initiatives, internships, participation, and further learning opportunities; and/or
- the opportunities offered by the Eurodesk and/or the European Youth Portals.

1.11. Student organisations benefiting from the Eurodesk Fund will be nominated for the *Kokka Informattiva* Award at the 2025 edition of the KSU Kokka Awards.

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

1.13. A student organisation who applies for a grant under these regulations is hereinafter referred to as the “Applicant”.

2. Action Procedures

1.1 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 €5,000. Applicants can request up to a maximum of €1,000.

4. The KSU Eurodesk Fund Evaluation Board

4.1. The KSU Eurodesk 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 Vice-President for External Affairs
- One (1) representative of Aġenzija Żgħażaġh;
- One student member selected by the KSU Executive;

4.5. The Board 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 and time plans. 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 1st January 2025 until 31st May 2025 or until all of the funds allocated are used up.

4.9. If, at the discretion of KSU or Aġenzija Żgħażaġh, 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:
 - 5.5.1. Originality of proposed project;
 - 5.5.2. Quality of proposed project (on the basis of objective, content, viability and methods);
 - 5.5.3. Quality of the marketing of the project;
 - 5.5.4. Quality and Content of Application Form;
 - 5.5.5. Impact of the proposed project (audience);
 - 5.5.6. 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 applications 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

6.1.1. The Applicant must be a senate-recognised Student Organisation at the University of Malta.

6.1.2. The Applicant shall not have received previous funding from KSU or any other Student Organisation for the project for which funding is requested.

6.1.3. The Applicant shall provide the necessary documentation as outlined in these regulations.

6.2. Eligibility Criteria

6.2.1. Activities and initiatives being funded or subsidised by this Fund shall generally be of a non-profit-making nature.

6.2.2. The initiative must be targeted at University Students as its main audience.

6.2.3. The project shall be innovative and in line with the fund's priorities.

6.2.4. The project shall demonstrate sustainability and impact.

6.2.5. Successful Applicants shall keep the KSU Finance Officer informed of its activities, alongside the KSU President.

6.2.6. The project shall take place or shall have taken place in the current academic year, between Monday 6th January 2025 and Wednesday 30th April 2025.

6.3. Exclusion Criteria

6.3.1. The project for which funding is requested has been granted previous funding from KSU, another Student Organisation or Government or European Union funding.

6.3.2. The Applicant has the intent to resell the subsidised items for a profit.

6.3.3. The project is of a profit-oriented nature.

6.3.4. The project is a repeat of similar projects which took place in recent years.

6.3.5. The Applicant has pending financial or administrative obligations to KSU.

6.3.6. The Applicant of Application does not observe any of the eligibility criteria.

6.3.7. Applications which conceal sources of funding in addition to the Fund will be automatically disqualified.

6.3.8. 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

6.4.1. Only one e-application per Applicant shall be submitted over the course of the University of Malta' academic year.

6.4.2. This implies that each of Applicant may only benefit from one Action that falls under this Fund per academic year.

6.5. Application process

6.5.1. E-applications may be submitted to KSU online and can be found on the KSU website (www.ksu.org.mt).

6.5.2. 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:

7.1.1. Correctly filled-in Form

7.1.2. Proof of being appropriately Senate recognised

7.1.3. The Organisation's Annual Plan

7.1.4. Initiative Description/Request and how this will fit into the Organisation's Annual Plan

7.1.5. A detailed budget including all expected expenses and income sources

7.1.6. Quotations/invoices/fiscal receipts/relevant documentation

7.1.7. Sustainability plan

7.1.8.If applicable, any necessary permits or approvals from relevant authorities

7.1.9.Letters of Support (if applicable) from partner organisations, stakeholders, or community leaders supporting the project and its objective

7.1.10. Other relevant documentation

7.1.11. 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 original fiscal receipts or invoices. Three (3) quotations dated after January 6th 2025 and before the actual procurement date are also necessary if procurement from any supplier exceeds €500 incl. VAT.

8.2. Approved applicants need to acknowledge KSU, Eurodesk MT, co-funding by European Union and Aġenzija Żgħażaġħ in all communication related with the project. The relevant logos need to be clearly used in any visibility and dissemination material.

8.3. The KSU Financial Officer shall liaise with Aġenzija Żgħażaġħ to assess and review each project's final report to evaluate the initiative's impact, effectiveness, and sustainability.

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