

REGULATIONS FOR *THE VERSO PROJECT FUND* OF THE STUDENT ASSOCIATION ZHDK

english translation of the "Reglement des VERSO-Projektfonds des Vereins Studierende ZHdK"

1 PURPOSE AND OBJECTIVE

- 1.1 The Student Association ZHdK (VSZHdK) manages a project fund from which all ZHdK students can apply for money for their own projects. The aim is to support student projects that improve community, diversity, and networking at ZHdK. The project fund is managed and financed by the VSZHdK, but the student organization VERSO decides on the allocation of funds in the Semester Council.

2 CRITERIA FOR RECEIVING FUNDS FROM THE PROJECT FUND

Applicants

- 2.1 Applicants must be students enrolled at ZHdK.
- 2.2 VERSO members can apply to the project fund both as private individuals and as part of their work for VERSO.

Application form

- 2.3 Applicants must submit a written application with a project description and budget in accordance with the guidelines in the "[VERSO Project Fund Application Instructions](#)" to verso.info@zhdk.ch.
- 2.4 Applicants who are active in VERSO must clearly state their activities for the organization in the application.

Project purpose

- 2.5 Applications must fall into at least one of the following three categories:
- 2.5.1 Events aimed at many ZHdK students;
 - 2.5.2 Activities within ZHdK that serve the interests of many ZHdK students;
 - 2.5.3 Projects, publications, and productions that benefit many ZHdK students.
- 2.6 Applications must be used for projects that benefit students directly (e.g., in the form of compensation) or indirectly (e.g., in the form of expenses, meals, etc.).
- 2.7 Applications may not be used to compensate persons who are not enrolled at ZHdK.

Exclusion

- 2.8 The following are generally excluded from funding:
- 2.8.1 Projects that are part of the applicant's studies at ZHdK. This does not apply to projects that fulfill the project purpose listed under 2.5.2;
 - 2.8.2 Projects that have already been completed;
 - 2.8.3 Projects that clearly fall within the competence of the ZHdK;
 - 2.8.4 Projects that contradict the mission statement of VERSO.

3 PROCEDURE*Submission*

- 3.1 Applications can be submitted during two time windows per academic year, in the fall semester and spring semester.
- 3.2 The deadlines for submission, the amount of funding available, and the date of announcement of the projects to be funded will be communicated to all students in an appropriate manner at the beginning of each semester.

Allocation

- 3.3 The VERSO Semester Council decides on the allocation of funds to the submitted applications and communicates its decisions to the applicants.
- 3.4 If the decision is positive, a written agreement is concluded between VERSO and the applicants, which binds the funds to the use specified in the application. The amount granted is then paid out to the applicants.

Project completion

- 3.5 Upon completion of the project, applicants undertake to provide VERSO with a final report including visual material.
- 3.6 The final reports will be presented at the next VSZHDK General Assembly and published on the VERSO website.

4 FUNDS

- 4.1 The Semester Council decides on half of the annual budget in the project fund at each allocation meeting or semester.
- 4.2 Each application can request between a minimum of CHF 100 and a maximum of CHF 2,300.
- 4.3 The Semester Council is free to allocate only part of a requested budget.
- 4.4 The semester council is not obliged to approve projects.
- 4.5 Any surplus financial funds shall be transferred in the autumn semester to the project fund budget of the spring semester, and in the spring semester to the project fund budget of the following academic year.

5 FURTHER PROVISIONS

- 5.1 Applicants are obliged to make VERSO's funding visible on the project's communication channels.
- 5.2 VERSO has the right to use (parts of) the final reports on its own communication channels (website, Instagram, email) in consultation with the applicants. VERSO obliges to list copyrights.
- 5.3 The applicant is responsible for complying with legal requirements for any salary payments.
- 5.4 These regulations are subject to the Financial Regulations of the VSZHdK.

6 FINAL PROVISIONS

- 6.1 These regulations were adopted by the Student Council on April 16, 2024, and approved by the Semester Council on May 2, 2024. They replace the "Regulations of the VERSO Project Fund of the ZHdK Student Association" dated January 31, 2021, and will take effect on August 1, 2024.