

# CIVICA – The European University of Social Sciences Student Engagement Fund Call for Proposals 2024/2025

## The Student Engagement Fund – What is it and what does it offer?

- The Student Engagement Fund (SEF) is a **mini-grant funding scheme** aimed at supporting student- or early-stage researchers (ESR)-led joint initiatives within the CIVICA alliance. It aims to foster cross-campus collaboration among students, student associations and ESR from different disciplines and backgrounds in tackling the important issues facing Europe today, and to further enhance the students' experience within the alliance.
- The SEF initiative **may include a wide range of joint projects/initiatives**, such as events (in-person or online), student competitions, conferences, workshops, hackathons, digital activities, and others, engaging CIVICA student and early-stage researchers associations and the CIVICA student and ESR community.
- The SEF supports **projects that involve students and early-stage researchers from at least two CIVICA partner institutions**. Projects foreseeing the participation of more than two CIVICA institutions are highly encouraged.
- Eligible SEF joint projects/ initiatives should inter alia:
  1. **promote and foster European collaboration and intercultural understanding** by involving students and early-stage researchers of at least two CIVICA partner universities;
  2. serve the purpose of **building a community of students and early-stage researchers** through extracurricular activities and initiatives and **benefit from the diversity and complementarity of the CIVICA network**;
  3. be implemented either by **registered student associations** from at least two CIVICA partner universities or by an **ad-hoc project team** formed by students and early-stage researchers representing a minimum of two CIVICA partner universities;
  4. be **fully compliant with local rules and policies governing student-led initiatives** at each partner university involved;
  5. bring **added value to students and early-stage researchers from the CIVICA alliance** as well as **create a positive impact** for the respective students' communities;
  6. be **preferably aligned** with **the 4 thematic priorities of CIVICA**: Societies in transition, Crises of Earth; Democracy in the 21st century; Europe Revisited; Data-Driven Technologies for the Social Sciences

**or**

with **other EU priorities** such as sustainability, multilingualism, diversity and inclusion, solidarity, promoting European culture and cultural interactions

or

addressing global/societal challenges

or

having a core emphasis on Social Sciences (e.g. Economics, Law, International Relations, History, European Studies).

## The SEF's financial ABC

- The SEF is **managed locally by each partner university**, according to standard practices, local rules and regulations, as well as the Erasmus+ grant rules.
- The SEF will **support up to 10 projects/initiatives per academic year 2024/25**.
- **Each CIVICA university can assign or allocate a maximum of 3,000 EUR to a single project/initiative** in which its students, student associations or ESR host or take part within the SEF framework and **a maximum of 10,000 EUR per Academic Year**.
- The total cumulated **budget per single project/initiative shall not exceed 10,000 EUR**.
- Declared CIVICA SEF allocations for the academic year 2024/25 are as follows:

University	Funds allocated to the SEF 2024/25 call for proposals
Bocconi	10.000 EUR
Hertie	5.000 EUR
EUI	10.000 EUR
IE	7.500 EUR
CEU	10.000 EUR
SGH	10.000 EUR
LSE	4.000 EUR
SSE	10.000 EUR
Sciences Po	10.000 EUR
SNSPA	10.000 EUR

- The SEF covers expenses that are **directly related** to the initiative, provided they are realistic, in line with the expected results, compliant with partners' administrative rules and eligible according to Erasmus+ grant funding rules.
- The **eligible expenses** include:
  - a) travel and accommodation expenses for students and ESRs of the CIVICA alliance (sustainable modes of travel preferred). Travel reimbursements for third parties are not allowed,
  - b) costs of accommodation and travel of faculty and staff of the CIVICA alliance if included as participants (e.g. keynote speakers, moderators, etc.) in the projects,
  - c) catering for in-person events or meetings (excluding alcoholic beverages),
  - d) material resources and consumables for on-site or blended initiatives (including promotional materials),
  - e) copyright expenses, e.g. in case of film screenings or initiatives that require music or videos to be played or used,

- f) services for events organisation (e.g. space rental, set up, cleaning, security, IT/audio or video support),
  - g) other cost categories provided that they are justified in the context of the goals of the project and are eligible from the point of view of the requirements of the respective home institution.
- **Following expenses are not eligible:**
    - a) salaries of any kind,
    - b) fees or travel expenses for external non-CIVICA guests and third parties,
    - c) overheads,
    - d) alcohol, entertainment or gifts,
    - e) expenses representing an indirect transfer to external organizations,
    - f) purchasing of equipment.
  - Funding of joint initiatives will be shared equally (or as evenly as possible) between the partner universities involved. Each student association/dedicated project team **will thus be funded by their respective home university** for the respective portion of the joint initiative they will implement.
  - In case of projects involving participation of LSE, SGH, SNSPA and SSE students, please bear in mind that in spite of the fact that actual expenditure will be made in local currencies, the project's overall budget must be expressed in euro. Respective institutions will give students instructions with respect to converting local currency budgets to euro.
  - **It shall not be possible to co-finance SEF projects with external resources.** All expenditure necessary to implement the project must be indicated in the project budget and covered by respective CIVICA universities.

## How to prepare a project proposal? – useful guide:



### STUDENT ENGAGEMENT FUND

Step-by-step of the application process



**Step 1:** form a project team: team up with other CIVICA students or ESRs /registered student associations.

You may:

- consult **the database of students' associations available at <https://whaller.civica.eu/sphere/4uxmel>** to facilitate networking with your CIVICA colleagues. If your organization has not been registered there yet, consider registering by filling in the following **[Ms Forms survey](#)** to let other students know about you and your activities.
- Reach out to the **Representative at the CIVICA Student and ESR Board** and the **CIVICA Ambassadors** at your home institution who may also help to establish contacts with students from other CIVICA institutions.

**Step 2:** prepare a detailed concept of a joint project/initiative, clearly specifying how:

- it will involve students/early-stage researchers from at least two CIVICA partner universities,
- the initiative will benefit from the diversity and complementarity of the CIVICA alliance,
- the initiative fits into the thematic areas set forth in II.6,
- a plan for the execution of the project as well as its implementation timeline during the academic year.

**Step 3:** prepare a **cumulated budget** for the joint project/initiative (max total value 10,000 EUR) which will include a **partial budget per institution** (max 3,000 EUR) detailing the expenses to be covered by each institution involved in the joint proposal .

**Step 4:** obtain pre-approval of the proposal and the partial budgets by relevant bodies (or grant manager, or WP9 coordinator) at each CIVICA partner university involved in the project/initiative (*following the home university's rules and regulations and with regard to the eligibility of expenses to ensure compliance with Erasmus+ funding rules*).

**Step 5:** Project leader must submit the application via the **[my.civica.eu](https://my.civica.eu)** platform

## Application deadlines and procedures

- ✓ Applications shall be submitted via the **[my.civica.eu](https://my.civica.eu)** platform
  - STEP 1** access **[my.civica.eu](https://my.civica.eu)** with the credentials from your home institution.
  - STEP 2** open the link **<https://whaller.civica.eu/org/15773/forms/140>** still using the same browser.
- ✓ **The templates of the project application form and budget file are available [here](#).**

Please read the instructions in the respective files carefully.
- ✓ Please make sure to fill in all the elements of the Application form and the Budget form and to attach **confirmation of pre-approval of the proposal and the partial budgets** by relevant bodies (or grant manager, or WP9 coordinator) at each CIVICA partner university involved in the project/initiative (uploading an email confirmation or other document received from the local CIVICA SEF coordinators will be sufficient). **Incomplete applications will not be considered.**
- ✓ **The deadline for applications is 30 November 2024 by midnight CET.** Late applications will not be accepted – therefore, it is highly recommended to submit your application well ahead of time.
- ✓ Please bear in mind that there may be **internal requirements and deadlines at respective universities**

**concerning pre-approval of projects** – make sure to check all these details at all universities participating in your project.

- ✓ **In case of technical problems with the application, you may contact your local coordinator.**

## Selection and approval process

- Based on the aforementioned eligibility criteria, **the project applications will be assessed in early December by the CIVICA SEF Committee**, composed of one faculty/staff member per CIVICA institution and all the members of the CIVICA Student and ESR Board (one per institution).
- The CIVICA SEF Committee will evaluate applications on the **following criteria**:
  1. Quality and value added of the project (grading scale 0–20).
  2. Impact on the respective student communities (grading scale 0–10).
  3. Thematic relevance of the project – adherence of the initiative to CIVICA thematic areas/EU strategic priorities/focus areas (grading scale 0–10).
  4. Project feasibility and adequacy of the budget (grading scale 0–10).
- The list of projects qualified for financing will be announced **no later than on December 20<sup>th</sup>, 2024. All the project teams will be informed individually by email sent to the contact person. The list of projects qualified for financing will also be published on [civica.eu](http://civica.eu).**

## Project implementation and reporting

- Implementation of the projects accepted in the current SEF call for proposals shall take place **from January to June 2025**.
- Upon receipt of a positive decision on the application, the project team shall implement the project in accordance with a plan for the execution of the project as well as a timeline outlined in the approved project proposal.
- All projects' tangible deliverables (including publications, social media feeds) and other communication materials must display relevant information on funding of the project by the SEF within the CIVICA – the European University of Social Sciences and the European Union. Templates of the CIVICA and EU information materials will be provided by the CIVICA Communications Team.
- Upon completion of the project, the project team shall prepare a final report describing and documenting execution of the project. Implementation of all activities held within the framework of the project must be documented in accordance with their nature/type ( e.g. sign-in lists of participants of in-person events, photos etc.). A final report template will be made available in due time as well as clear indication on the proper documentation needed.

**Important information:**

- Complete SEF Regulations may be found [here](#).
- Your local CIVICA SEF contact person is:

<b>University</b>	<b>Contact</b>
Bocconi	<a href="mailto:civica@unibocconi.it">civica@unibocconi.it</a>
Hertie	<a href="mailto:lawton@hertie-school.org">lawton@hertie-school.org</a>
EUI	<a href="mailto:civica@eui.eu">civica@eui.eu</a>
IE	<a href="mailto:civica@ie.edu">civica@ie.edu</a>
CEU	<a href="mailto:nairs@ceu.edu">nairs@ceu.edu</a>
SGH	<a href="mailto:jjedrzej@sggw.edu.pl">jjedrzej@sggw.edu.pl</a>
LSE	<a href="mailto:e.harrison1@lse.ac.uk">e.harrison1@lse.ac.uk</a>
SSE	<a href="mailto:civica@hhs.se">civica@hhs.se</a>
Sciences Po	<a href="mailto:marina.casanovarossi@sciencespo.fr">marina.casanovarossi@sciencespo.fr</a>
SNSPA	<a href="mailto:teodora.bitoiu@administratiepublica.eu">teodora.bitoiu@administratiepublica.eu</a>