

Guidelines for the Allocation of Funds from the Sport and Leisure Fund

The purpose of the fund is to support activities for students at Aalborg University that do not involve alcohol. Therefore, the fund does NOT typically support:

- Parties
- Concerts
- Friday bars
- RUS courses
- Cabin trips

Support is provided for activities and investments of a general student environment-enhancing nature, with particular emphasis on activities that cross study programs, year groups, and faculties.

When applying for funds, the application form must be used, and all fields must be filled out. Additionally, a clear and realistic budget for the entire activity must be attached, along with a budget for what is being requested from the fund.

All applications should be sent to bestyrelsen@studentersamfundet.aau.dk, which processes all fund applications. Please note that applications must be submitted at least 6 weeks before the activity takes place or the investment is made, and that no support will be granted retroactively. A processing time of 2 to 4 weeks from the receipt of the application must also be considered (all applicants will receive a receipt of the application with information about when the application will be processed).

Fund applications are processed at Studentersamfundet's board meetings, where the applicant can participate to motivate the application and answer general questions regarding the application. It should be expected that the approval or rejection of the application will take place through a closed vote, during which the applicant must leave the room.

There are three main types of responses to applications:

- Approval without comments
- Conditional approval with comments
- Rejection with justification

If the application for fund support is approved, it is expected that clear recognition is made in connection with the activity or investment, indicating that it is supported by Studentersamfundet at Aalborg University. If this is not complied with, the right is reserved to NOT disburse the awarded fund support.

Payment of funds is carried out according to the reimbursement principle, meaning the applicant must initially cover the expense, after which receipts should be submitted to Studentersamfundet's secretariat (no later than 7 days after the expense). The corresponding amount will then be transferred to the applicant's account (a payment processing time of 5-7 days should be expected). Support will only be paid for documented expenses, and only the exact amount shown in the documentation, up to the maximum approved amount **excluding VAT**.

In the case of conditional approval, the applicant will receive a set of comments and requirements from Studentersamfundet's board. If these comments are followed by the applicant, the application will be approved without further processing.

In the case of a rejection, the reasoning for the rejection will be included, and whether the applicant may reapply for funds for the same activity if the rejection's reasoning leads to significant changes in the nature of the activity or investment.

There is no right to appeal a rejection, but the applicant is of course welcome to ask for further clarification regarding any rejections.