 **CALL FOR PROJECTS – APPLICATION FORM**

**Terms and Conditions**

1. **Submission of application:** Applications must be made using this form. Applications must be COMPLETE with all information and supporting documents, and sent in PDF format to fondation@excelia-group.com **by the** **specified deadline**.
2. **Review and decision of the Committee:** Completed applications are assessed and a decision is made whether or not to grant funding. If the decision is favourable, the Committee will specify the amount of funding allocated and how it is to be used.
3. **Obligations:**

Project initiators and leaders undertake…

* to provide Excelia Foundation with an activity and financial report on their project within two months of the project’s completion
* to notify Excelia Foundation as soon as possible if they cannot complete the funded project so that any unused funds are not locked up
* that in the event of a subsidised project not taking place, the associations return any advance on the subsidy already received
* to mention the participation of the Excelia Foundation at the earliest possible opportunity, displaying its logo on all project material and/or digital media in accordance with the relevant graphic guidelines
* to provide photos of the event/project, and advertise it on the Intranet

**YOUR PERSONAL INFORMATION**

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| **Project leader** |
| Family name: First name: Study programme: Telephone number: Email address: Address at which you wish to receive correspondence: Status *(tick the relevant box)*: [ ] Student[ ] Graduate[ ] Research-active faculty member[ ] Admin personnel[ ] Student Association |
| **Organisation** *(if student association)*  |
| Name of organisation: Date established : *Click or press here to enter a date*Postal address: |

**YOUR PROJECT**

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| **Information about the project** |
| * Title of project:
* Area of project focus *(tick the relevant box)*:

[ ] Diversity [ ] Disability [ ] Responsible Entrepreneurship* How does your project address this chosen focus?
* Project start date: *Click or press here to enter a date*
* Project end date: *Click or press here to enter a date*
* Type of project *(more than one answer possible)*:

 [ ] New projet [ ]  Ongoing project [ ]  One-off project* Number of students organising the project:

Project organisers = the team in charge of implementing the project* Number of students taking part in the project:

Project participants = students participating in or directly affected by the project* Number of students benefitting from the project:

Project beneficiaries = participants + students indirectly affected and those benefiting from the results of the project  |
| **Detailed information about the project /Description of project** *(What does the project entail?)* |
|  |
| **Organisation of project** *(How will the project be organised? What is the programme and timing, etc.?)* |
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| **Objectives of project** *(What is the purpose of this project? What need does it meet?)* |
|  |
| **Opportunities, results and impact of the project** |
| * What are the innovative, unique and outstanding aspects of your project?
* What are the expected results of the project?
* What is the expected impact of your project?
* How can the above impact be evaluated?
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| **Planned actions to communicate the benefits of your project***(Promotion: how do you intend to communicate and promote your actions?)* |
| **Project budget**  |
| * What is the total budget for the project?
* How much funding are you requesting from the Foundation? What will this amount be used for?
* What other funding is being sought?
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| * How did you hear about the Excelia Foundation?
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**DECISION OF COMMITTEE**

FAVOURABLE: [ ]  NON-COMMITTAL: [ ]   UNFAVOURABLE: [ ]

Reason(s) justifying decision:

Signed on (date):

Name, position, and signature of Excelia Foundation representative:

**SUPPORTING DOCUMENTS REQUIRED**

|  |  |  |
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|  | **Compulsory** | **Depending on circumstances** |
| **DOCUMENTS RELATING TO THE PROJECT LEADER** |
| Curriculum Vitae | X |  |
| School attendance certificate (known in France as a ***Certificat de scolarité***) | X |  |
| Applicant’s bank details (known in France as a RIB) | X |  |
| Photocopy of national identity card or passport | X |  |
| **DOCUMENTS RELATING TO STUDENT ASSOCIATIONS**  |
| Status | X |  |
| Extract from the official journal of associations or receipt of the registration from the Prefecture | X |  |
| Composition of the Committee, Board of Directors | X |  |
| Annual statement of accounts | X |  |
| Association’s bank details (known in France as a ***RIB***) | X |  |
| Certificate of public liability insurance of the association | X |  |
| **DOCUMENTS RELATING TO THE PROJECT** |
| Detailed budget for project | X |  |
| Quotes for each expense in the project budget | X |  |
| Copy of the conditional, or definitive, allocation of any grants or funding | X |  |
| Other possible attachments (not compulsory): documents describing the project and its organisation (brochure, schedule, division of tasks, etc.) |  | X |
| Proof of other sources of funding or initiatives undertaken |  | X |