##  Application form for Welfare Funds

*Approved at SP 6, 12.11.18*

Spring/Autumn 20XX

**Application deadline: XX.XX.XX**

Make yourself familiar with the rules of allocation of activity funds and basic support, and apply for a reasonable sum. The rules can be found at [nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543](http://nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543). If you have any questions, please contact the welfare responsible of The Student Board (AU) by phone or send an email to studenttinget@nmbu.no

The application should be delivered by email to studenttinget@nmbu.no or be handed in on paper form, to post box 1202

**……………………………………………………………………………**

(Name of the team/association)

**Contact Information:**

Post box/adresse:……………………………………………………………………………………

Email:………………………………………………………………………………………………

Account number: .............................................................................................................................

Owner of the account:………………………………………………………………………………

Contact person: ................................................................................................................................

Phone number:...................................... Email:...........................................................................

**Other information:**

Student ration of the members:........................................................................................................

Extern income (amount, source) ..................................................................................................

Membership fee(s):..............................................................................kr One time/semester/year

Size of capital:………………………………………………………………………………………

(Name of team/association ) applies for

 Basic support: xxxx,-

 Activity support: xxxx,-

 Total sum: xxxx,-

All teams/associations wanting to apply for welfare support must write an application.

Teams/associations only applying for basic support will only need to enclose a list of memberships, but must submit financial statements and an annual report if they received activity funds the last year they applied.

Teams/associations that received activity and/or basic support for the first time last year must enclose the annual report for that year.

New teams/associations that only received basic support last year do not need to enclose the annual report. An example of a proper filled out budget and account can be found at [nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543](http://nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543).

All teams/ associations need to create a bank account in the associations name. If you apply with an international account, please include IBAN, Swift and your bank account number.

**Application:**

- Formal application.

- Short description of the team/association.

- Short description of what the team/association adds to the student welfare and how it contribute to activities on campus.

* A short summary of what kind of activities the lag/forening (society) want support for (activity funds).
* The sum of funds applied for, including basic support, activity funds and total sum.
* **Percentage** of members who are students.
* **Activities** the lag/forening apply to support in chronological order.

You also have to add a short description of each event:

1. Short description of concept
2. Who will attend
3. An estimate of participants
4. How the event or activity will contribute to the student environment
5. Budget for all activities where it clearly states what the activity funds will be used for.
* **An annual report** with chronological descriptions of all events where it clearly states what the activity funds have been used for the previous year. It must also include an evaluation of all activities or events mentioned in the report.
This must include:
1. What went well
2. What didn’t go so well
3. How the event or activity could have been improved
4. Marketing
5. The attendance
* **Financial statements** for how the activity funds was used. Receipts for all sums above 500 must be included, but all funds used must be possible to account for by receipts. If the Welfare Officer should ask for all receipts, they must be forwarded. See the template at <https://www.nmbu.no/student/livet-rundt/studenttinget/stotte/node/22543>.

**The entire application with membership lists, year report and financial statements, must be delivered in one file to** **studenttinget@nmbu.no****.**