



**POLITECNICO**  
MILANO 1863

## **Cultural and Social Activities Announcement for Students**

### **Year 2025**

In light of the regulations for the establishment of the Register of University Student Associations and for the funding of self-managed cultural and social initiatives by students at the Politecnico di Milano, and having confirmed the availability of funds, the deadlines for submitting requests for funding aimed at implementing cultural and social initiatives for students are set as follows:

**From October 8 to October 28, 2024, by 9:00 AM**

for initiatives to be carried out between February 1 and December 20, 2025.

Subject to the availability of funds, **the submission period will be reopened from May 5 to May 19, 2025**, for new proposals to be carried out between September 1 and December 20, 2025. The reopening dates may be subject to change due to institutional requirements.

#### **ELIGIBLE APPLICANTS**

- a) Associations and student lists registered in the University Register;
- b) Groups consisting of at least 50 students regularly enrolled at the Politecnico di Milano (for territorial campuses, this number is reduced to 20).

#### **TYPES OF FUNDABLE INITIATIVES**

- Cultural initiatives
- Sports activities
- Technical equipment
- Cultural trips and visits

#### **EVALUATION AND OUTCOMES**

Priority will be given to requests received from lists and associations registered in the University Register. The Permanent Student Committee will evaluate the proposals based on the following general criteria:

- a) Cultural quality of the proposal;
- b) Organizational commitment of the proposing entity, as well as the actual self-management nature of the activity;
- c) Number of students the proposal can engage, including considerations for off-campus,

international, and disabled students;

d) Consistency between the project and the proposed budget for its implementation;

e) Quality and actual execution of activities by proposing entities that have received funding in previous years.

Requests will not be considered if:

a) They lack the necessary documentation;

b) They are submitted outside the specified deadlines;

c) They involve fewer than 20 students.

The results will be communicated following the meeting of the Permanent Student Committee to the institutional email addresses of the students designated as the responsible and deputy responsible for the initiatives. A list of approved initiatives will be available on the university's website.

# INSTRUCTIONS FOR INITIATIVE DESIGN

## 1. GENERAL PROVISIONS

### 1.1 Agreements with suppliers

The responsible individuals must preemptively check the feasibility of each initiative, including the existence of all necessary conditions (authorizations, agreements, payment terms with suppliers, etc.).

Payment Method Management: For direct payment by the Politecnico, ensure that the supplier is willing to accept payments after the service is provided (payments can be made within 30 days of invoice issuance, and no advance payments are allowed). If this is not possible, it is advisable to consider other suppliers, or the responsible individual may pay the invoice amount upfront and request reimbursement from the Politecnico.

### 1.2 Initiatives, Activities, and Limited-Enrollment Trips

Initiatives that inherently limit the number of participants may be attended exclusively by students of the Politecnico di Milano, including Erasmus students, those enrolled in individual courses, and doctoral students. It is specified that the student must have an active academic status on the date of the initiative.

### 1.3 Activities within University Spaces

For information regarding the use of university spaces, please consult the [Regulations for the Temporary Use and Granting of Spaces](#).

For activities that incur internal costs (e.g., cleaning, audio-visual assistance, material relocation, extended reception hours, dismantling of podiums, security, etc.), it is necessary to request a quote at [eventileonardo@polimi.it](mailto:eventileonardo@polimi.it) or [eventibovisa@polimi.it](mailto:eventibovisa@polimi.it), or through the secretariat of the relevant territorial campus, specifying the project details (date, time, room capacity, and requested services).

Please note that this email does not constitute a reservation of the spaces, which must occur after the approval of the initiative.

### 1.4 Promotion

The maximum amount that can be requested for social media advertising is €50.00 for each initiative.

Regarding the printing of paper materials, in consideration of the university's commitment to sustainability, the production of a limited number of posters (no flyers) is authorized, and the use of QR codes for additional information is recommended.

### 1.5 External Entities Outside the University

No external entity/organization/speaker/company may participate in the initiatives unless approved by the Permanent Student Committee. It is therefore mandatory to specify any external involvement.

### 1.6 Food and beverage

The provision of food and beverages must be declared in the project submission form and approved by the Permanent Student Committee.

Service is authorized only if provided by a catering service or by students holding an HACCP certification.

### 1.7 T-shirt and hoodies

Purchases can be requested exclusively for the organizers present during the initiative and must comply with Form 6 (staff t-shirt mockup).

## 1.8 Exclusions

Funding cannot be requested for:

- Hackathons/challenges involving external companies
- Stickers and promotional items
- Food, beverages, and products for their service

## 2. CULTURAL AND SPORTS INITIATIVES

### 2.1 Maximum Contributions

For limited-enrollment activities (e.g., courses or sports activities), the maximum contribution per student is €50.00. In the case of activities that extend over multiple days or are particularly complex, the Permanent Student Committee may consider a maximum of up to €100,00.

### 2.2 Speakers

For speakers from Italy, a flat fee of between €200.00 and €500.00 (for distinguished personalities) gross per meeting may be recognized. For speakers from abroad, the fee ranges from €400.00 to €700.00 (for distinguished personalities) gross per meeting. To receive compensation, it is essential for speakers to have an Italian Tax Code (Codice Fiscale). Based on the speaker's CV, the Committee will assess the appropriate amount.

Within the established limits, it is also possible to opt for reimbursement of travel and/or accommodation expenses, excluding meals.

Compensation cannot be granted to faculty, students, or staff of the Politecnico di Milano, nor to external university lecturers. If the topics addressed are within the specific expertise of the university, the proposing entity must make an effort to involve an internal faculty member.

### 2.3 Awards

Awards are funded only if they are consistent with the theme of the initiative. For activities that include awards, the expense is eligible if it does not exceed a value of €60.00 per person, with a maximum limit of €300.00 for each initiative that has funding (excluding the award) of €1,500.00 or less.

For initiatives with funding exceeding €1,500.00 (excluding the award), the total eligible expense can be at most 20% of the funding, with a maximum limit of €1,000.00.

### 2.4 Giornali studenteschi

Per la stampa di nuovi giornali studenteschi, l'importo massimo annuo erogabile è di € 2.500,00 (iva inclusa); mentre per i giornali già finanziati in precedenza l'importo massimo annuo erogabile è € 5.000,00 (iva inclusa).

### 2.5 Sport Activities

For sports initiatives, medical insurance coverage must always be provided. In the absence of insurance and a contract containing the specific details, the funding request will be considered null and void. For sports tournaments (such as volleyball, soccer, beach volleyball, basketball, etc.), it is recommended that participants submit a medical certificate for non-competitive sports activities.

## 3. TECHNICAL EQUIPMENT

Technical equipment can be requested only if it is essential for the execution of initiatives aligned with the institutional objectives of the Association. The purchased equipment must be made available to the entire community of the Politecnico di Milano, upon request and in agreement with the Office. If future purchases are anticipated, an annual or biennial development plan must be submitted. The proposing entity will be responsible for the equipment and must maintain a detailed inventory that will be updated regularly.

## 4. TRIPS AND CULTURAL VISITS

### 4.1 Travel Agency and Insurance

The technical organization of proposals related to trips and visits—except for visits conducted within the city of the proposing entity's affiliated Campus—must be entrusted to a tour operator or travel agency, which should be contacted for quotes and service provision. This quote must clearly indicate the individual costs involved (e.g., transportation, meals for the driver, etc.), including mandatory travel insurance. The insurance coverage contract must be uploaded along with the quotes. In the absence of insurance, the request will be considered null and void.

### 4.2 Meals and Accommodation

The costs of meals and accommodation for participants cannot be funded.

### 4.3 Maximum Contribution

Regarding the contributions granted for each participating student, the following maximum limits are established:

MAXIMUM CONTRIBUTION PER PERSON	
DAYS	€
1 day (both on-campus and off-campus)	50
2 days	60
3 days	90
4 days	120
≥ 5 days	150

### 4.4 Calculation of Days

If the departure is scheduled after 7:00 PM, the day of departure will not be counted for the contribution calculation. Similarly, if the return is scheduled before 7:00 AM, the day of return will not be counted.

#### Examples:

#### CASE A: Equivalent to 5 days

Departure: Thursday at 6:30 PM

Return: Monday at 7:30 AM

#### CASE B: Equivalent to 3 days

Departure: Thursday at 7:30 PM

Return: Monday at 6:30 AM

#### CASE C: Equivalent to 4 days

Departure: Thursday at 7:30 PM

Return: Monday at 7:30 AM

# INSTRUCTIONS FOR SUBMITTING INITIATIVES

## WHO MUST COMPLETE AND SUBMIT THE REQUEST

- a. For Representative Lists → Legal Representative
- b. For Student Associations → President
- c. For Groups → Group Leader

## FORMS

The forms (in editable PDF format) to be used for submitting requests are available on the university website in the section "CALL FOR PROPOSALS AND DOCUMENTS" at the link: [Student cultural activities and trips - polimi](#)

### Forms Legend:

MODULO	DA UTILIZZARE PER
Form 1	Applications for trips and tours
	Application for Sports Activities with Transportation Expenses
Form 2	Applications for cultural activities
	Application for Sports Activities without Transportation Expenses
	Applications for technical equipments
Form 3	Planned expenses
Form 4	List of initiatives funded 2024
Form 5	Formal statement
Form 6	Staff t-shirt for associations
Form 7	Notes on self-managed sport activities

### Specific for Groups

To submit the request, groups must collect at least 50 signatures (20 for Territorial Campuses) from students who intend to support the proposed initiatives. The form for collecting these signatures must be requested by the Group Leader at the email address [eventistudenti@polimi.it](mailto:eventistudenti@polimi.it), specifying the final and complete name of the Group. The Leader must share the link to the received form with the students supporting the Group.

The deadline for collecting signatures coincides with the closing date and time of the Call for Proposals.

## STEP 1: THE FORM

### Filling Out the Form

For each initiative for which funding is requested, the form must be completed at the following link: <https://forms.office.com/e/w43qMaulX3>

The necessary elements for evaluating the proposal must be clearly stated in the form.

## Budget Plan

The Budget Plan for the initiative must be uploaded with each form.

How to do it?

Complete Module 3 by entering all the items from the quotes.

Attach all the quotes to Module 3, following the order already indicated in the budget plan. The quotes must be on the supplier's letterhead and addressed to the initiative's coordinators.

For online quotes, a screenshot showing the amount and the name of the website is sufficient.

The quote related to the costs for the use of Politecnico spaces must also be included and attached in the budget plan. In the case of trips or activities that require insurance, the corresponding contract must also be attached.

The budget plan uploaded to the form must be renamed: *Modulo 3 – Name of the Initiative*.

## STEP 2: DEADLINE FOR COMPLETION AND EMAIL SUBMISSION

After completing the form for each initiative, it is necessary to send an email to [eventistudenti@polimi.it](mailto:eventistudenti@polimi.it), attaching:

- Form 1 and/or Module 2, duly completed
- Form 4, only for lists/associations/groups that received funding through the previous call (necessary also for the reopening of the Call)
- Form 5, only for Groups.

The subject of the email must be: *Cultural Activities Call 2025 - Name of the List/Association/Group*. All modules attached to the email (as listed above) must be renamed to include the name of the List/Association/Group.

At the time of sending the email, the documentation must be complete, and Step 1 must be finalized for all initiatives. No additions or modifications will be requested or accepted.

**The submission process is considered complete only with the sending of the email containing the above-mentioned items and within the deadlines of the call for proposals.**

Il Dirigente dell'Area Campus Life  
Dott.ssa Chiara Bianca Pesenti

Firmato digitalmente ai sensi del CAD – D. Lgs 82/2005 e s.m. e i., art. 21 c.1.

For information: Community Life and Merchandising Unit - [eventistudenti@polimi.it](mailto:eventistudenti@polimi.it)