

**Application**  
**Project fund**  
**qualification N**

**Important information on the project fund:**

* The project fund is only available for practical projects as part of qualification N. At least one member of the project team must be a participant in qualification N and want the project to be recognised as a practical project of qualification N.
* Before applying for funding from the project fund, the project idea submission form must be submitted. A preliminary discussion with Barbara Ette about the project idea is a prerequisite for this.
* The application for funding from the qualification N project fund must be submitted before the start of the project. Only costs agreed in advance can be covered or reimbursed.
* Only costs that have actually been incurred and can be documented in the form of original receipts or invoices can be covered or reimbursed.
* After consultation, invoices can also be issued directly to the Staff Unit Sustainability and thus paid without any advance payment on your part.
* Only material costs and no personnel costs can be covered. External fees are considered material costs.

### Name of the project as part of the qualification N

|  |
| --- |
| [text] |

### Realisation period of the project

|  |
| --- |
| [text] |

### Applicant

|  |  |
| --- | --- |
| Name |  |
| Surname |  |
| E-mail |  |
| Study programme |  |
| Matriculation number |  |
| Start of qualification N (semester) |  |

(add further team members if required)

### Cost plan

*Please briefly describe here how much money you want to apply for/spend on what exactly. (Depending on your project, e.g. 30 euros for printing flyers; 20 euros for travel costs; 80 euros for room hire; etc.). It is often possible to obtain cost estimates in advance so that you can better estimate the costs.*

|  |  |
| --- | --- |
| **Cost point** | **Planned expenditure** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **SUM** |  |

### Necessity of the costs

*Please briefly explain the necessity of the costs. Are the expenses unavoidable for the realisation of the project? Is the expenditure in a good cost-benefit ratio to the project objectives? What alternatives might there be?*

|  |
| --- |
| [text] |

### Consideration of sustainability aspects

*Are the planned purchases/materials/services/etc. for which the money is to be spent sustainable? Is the consumption of resources proportionate and justifiable in relation to the hoped-for impact? What sustainable alternatives are there to the planned purchases/materials/services/etc.?*

|  |
| --- |
| [text] |

### Account data

|  |  |
| --- | --- |
| Account holder |  |
| IBAN |  |
| BIC |  |

If you have any questions or need support, please contact Barbara Ette:

**Barbara Ette**

Coordinator for teaching in the area of sustainability

Staff Unit Sustainability

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