Project Subsidie

\*NAME EVENT\*

Applicant: \*NAME\*

**Application Project Subsidy**

***DEADLINE*** *: application for small project subsidies (<1000 euros) at least 21 days in advance, for large project subsidies (>1000 euros) at least 30 days in advance)*

***TIP*** *: be sure to read through the good practices (see last page) before calculating the budget and subsidized amount!*

## General information

|  |  |
| --- | --- |
| **Naam contact person(s)** |  |
| **Name kring/ free association (if applicable)** |  |
| **Bank account number for subsidy** |  |

## Evenement informatie

|  |  |
| --- | --- |
| **Name event** |  |
| **Date + Time (dd.mm.yyyy - 23:59)** |  |
| **Location** |  |
| **Total subsidy request** | € |
| **Estimated number of participants** |  |

## Beschrijving

|  |
| --- |
| **Extensive description of the event:** |

\*Answer\*

|  |
| --- |
| **Additional comments on the budget:** *(don't forget to attach it to your email request)* |

\*Answer\*

|  |
| --- |
| **Are you requesting subsidies elsewhere? If so, what for?**  |

\*Answer\*

|  |
| --- |
| **Are there any sponsors? If so, what for?**  |

\*Answer\*

|  |
| --- |
| **How many other sponsors did you contact and what for?**  |

\*Answer\*

|  |
| --- |
| **Are you asking any entrance fees? If so, how much?**  |

\*Answer\*

|  |
| --- |
| **What is the requested subsidy amount and what specifically will it be used for?** |

\*Answer\*

|  |
| --- |
| **Is the event open to all students of Leuven? How many students are expecting and what is your target audience?** |

\*Answer\*

|  |
| --- |
| **Is the event pluralistic (if political) ? Explain:** |

\*Answer\*

|  |
| --- |
| **Is the event not merely recreational? In other words, what is the cultural/educational/sporting/... aspect of the event? Explain:** |

\*Answer\*

|  |
| --- |
| **In which ways is the event trying to be ecological sustainable?**  |

\*Answer\*

## What happens after applying?

**During:**

**→** Ensure bilingual communication and mention LOKO in your promotional material.

**After:**

*Submit evidence no more than 1 month after activity ends:*

→ A brief report of the event (how it went, number of attendees, communication, proof that LOKO was included in communications...)

→ The costs that were made eventually + income of the event + indication of which costs the LOKO subsidy will be used

→ Receipts such as bills, invoices or expense reports to the value of the subsidized amount. Account statements are not valid evidence.

## Good practices

**Be sure to keep the following good practices in mind when applying for project subsidies :**

* Are not subsidized:
	+ Activities that are not accessible or open to all;
	+ Specifically focused on membership recruitment;
	+ Printed promotional materials are not subsidized unless they are printed ecologically. If so, LOKO subsidizes the additional cost compared to non-ecological/sustainable options;
	+ Transportation for participants;
		- Exception: for speakers/guides etc. this can be a useful thank you if that person adds real value to the event
	+ What is available in a lending service available to you (LOKO, KUL, City of Leuven, Alma (e.g.: glasses);
	+ Single-use items.
* The subsidy committee has a preference for:
	+ Sustainable events;
	+ Cheapest available option;
	+ Digital advertising (instead of physical posters);
	+ In case of a reception: both alcoholic and non-alcoholic options are allowed, make sure it is a balanced amount and that there are enough different options.