

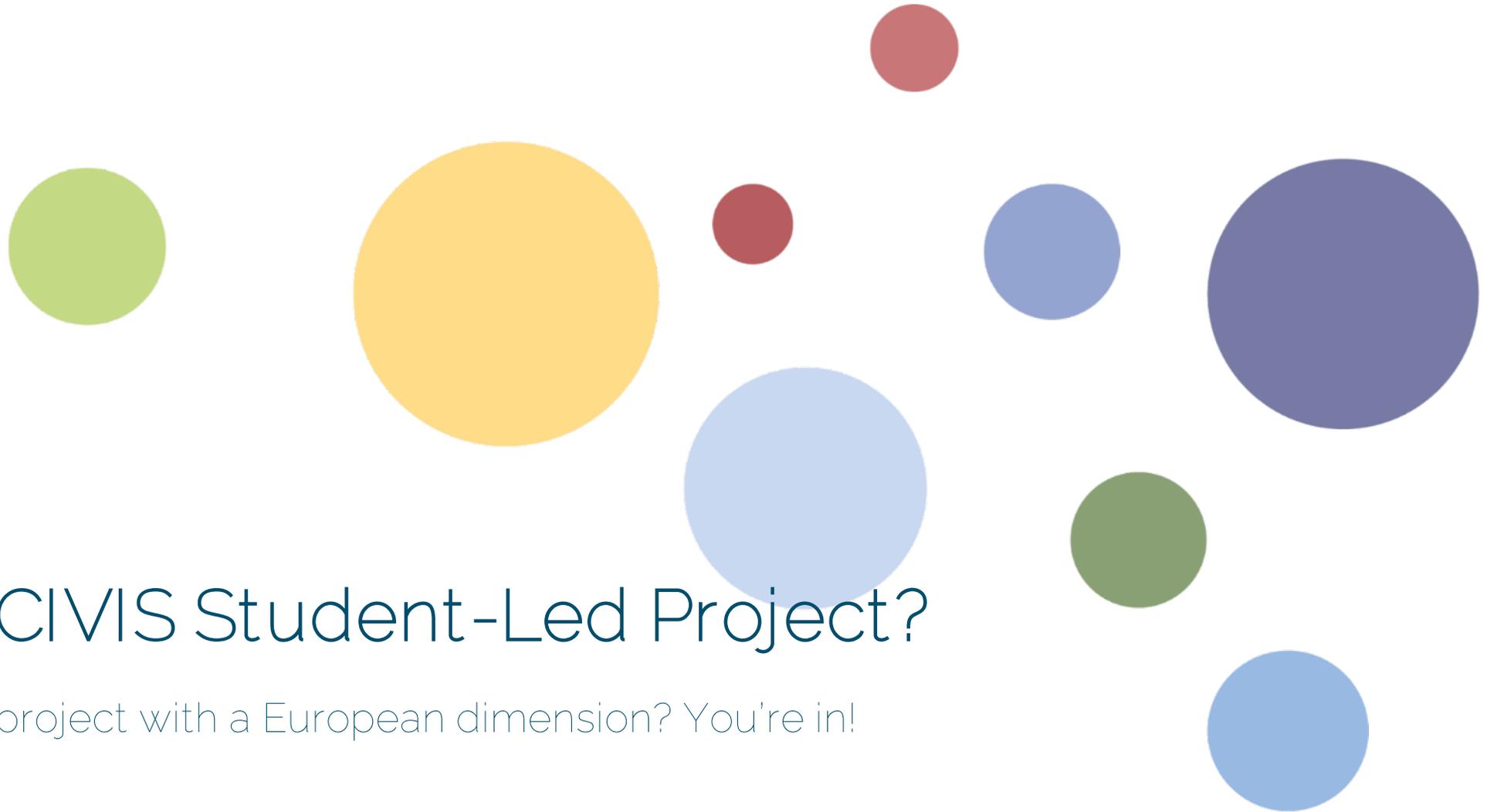


Co-funded by  
the European Union



Call for Student-Led Projects

8 October 2024



# What Is a CIVIS Student-Led Project?

You have a cool project with a European dimension? You're in!

# What's a CIVIS Student-Led Project?

Extra-curricular activities and initiatives which are initiated, conducted, managed, and implemented by students.

Scope: topics related to civic engagement, student academic events as well as student cultural events by promoting the European identity and values.

Mission: create a way through which students, academics and local actors can cooperate with a transdisciplinary approach for developing innovative and inclusive initiatives to drive societal change.

- community service projects
- civic hackathons
- public forums/debates
- civic education clubs
- conferences
- student-led community research projects
- cultural/social events



## What are the Criteria?

Besides being initiated by students, CIVIS Student-Led Projects **MUST**:

- be student-oriented
- build upon and promote European values
- be related to the Sustainable Development Goals (SDGs)
- have a transnational dimension

and **must** also fulfil at least **TWO** of the following criteria:

- be carried out by students from at least three CIVIS universities
- be organised by the local CIVIS Ambassadors
- engage students of at least five CIVIS universities
- directly address the current group of CIVIS exchange students at one CIVIS location (or more, of course!)
- engage with local communities and promote civic engagement
- be related to an activity of the CIVIS Hubs
- be related to a CIVIS Open Lab project
- promote/celebrate CIVIS Alliance and support the goals of CIVIS Alliance
- be co-created with an academic or a local partner, and relate to local, European or extra-European issues

Co-creation with an academic is a requirement to receive funding at some CIVIS universities.

# Who Can Apply?

01

individual students or groups of students from a CIVIS university  
(Bachelor's, Master's or PhD students)

PhD students may only apply with projects unrelated to any teaching or research activity they are paid or receive funding for

02

student associations operating inside a CIVIS university or CIVIS Alliance  
(must be affiliated to or recognized by the university)

03

Individuals, non-governmental organizations (NGOs) and youth organizations outside CIVIS universities may participate as partners, but are not eligible as organizers of projects or to receive funding.

Students from the partner universities in Africa may be included in this call. However, some funding and regulatory constraints apply.

# What's in It?

You may apply for two types of funding for your proposal:

01

a fixed amount of 1.000 Euros: this a seed fund for student-led projects to facilitate the creation of a full project;

02

a maximum amount of 10.000 Euros: this is for full projects, for which a budget detailing the planned cost of the project is needed.

# What's Possible on the Budget?

Eligible costs include:

- **mobility costs** (for meetings or other project-related travel);
- expenses for **publicity**, communication and dissemination (e.g. posters, flyers, other publications);
- expenses for **activities**, e.g. catering that is appropriate to the event, according to each university's policies;
- other expenses in line with CIVIS and/or local disbursement regulations – contact your local IC if you have any questions or doubts.

Ineligible costs / activities include:

- direct transfer of funds to **third parties** (outside the university);
- **subcontracting** of services to third parties (outside the university);
- purchase of **equipment**;
- ... other restrictions may apply, please ask your local CIVIS Institutional Coordinator.

## What's the Fine Print?

- Funds will be received through your home university and you will need to comply with the local / national legislation and your university's processes. For groups of students from more than one university, the draft budget shall include a distribution of the applied-for funding among the universities involved.
- Usually, you can only get reimbursed for actual cost (or get an advance towards a tender). Your local IC / university **will need proof**, so you need to obtain and keep all relevant bills and documents until the project is finished!
- If your project is part of a larger project that also receives funding from another source (co-funding), it may be in **danger of "double funding"**. Your local CIVIS Institutional Coordinator will help you find out if this is the case. Projects should have a very clear agenda and defined outcomes to minimize this danger.
- You will be required to **report on your activity** and its implementation. In particular, a financial and a mobility report will be required and supported by documents. So obtain and keep relevant papers!

# So: Is there an Example?

## roomie'Swap

Are you a student with student accommodation and looking for adventure around the world ?

RoomieSwap puts you in touch with other students who also want to swap apartments to discover the world.

As a student, it's sometimes difficult to travel on a tight budget. What's more, we sometimes pay for our student accommodation for nothing during the vacations.

But that's what RoomieSwap is all about: on our platform, it's now possible to swap your accommodation legally!

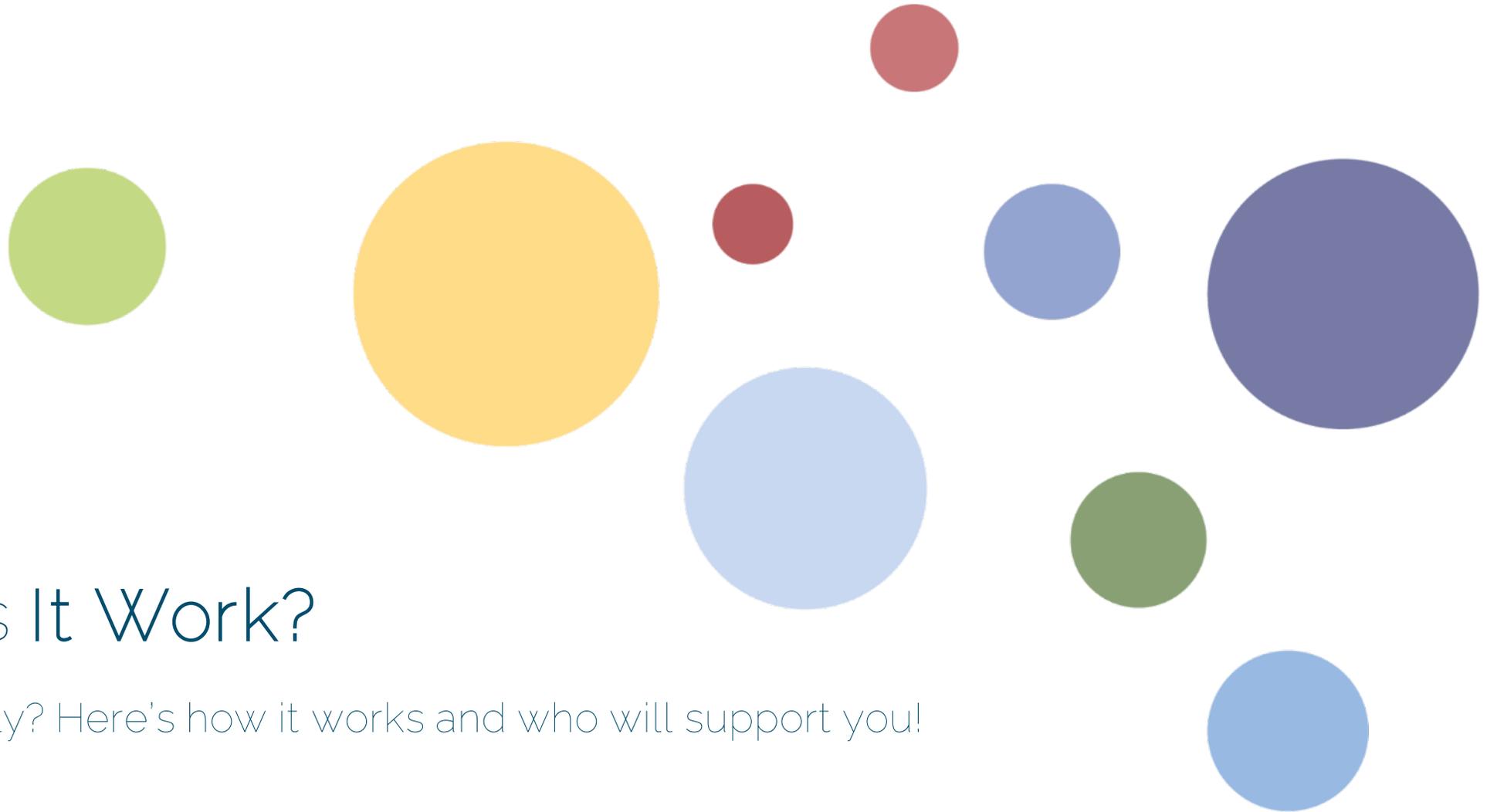
... by students from UNIL, expand to CIVIS





## Further Ideas

- European Association of Sports Students Associations (EYAS)  
a transnational advocacy group connection national associations  
to advance the needs of sports students on the European level
- CIVIS Days Student Hackathon  
moved to CIVIS Days 2025 (11-13 June 2025, Roma)
- Recycling Marathon  
do a community recycling marathon in the CIVIS cities
- Employability Conference  
invite potential employers to present possibilities and what's  
important to have in terms of employability skill-set
- Internship opportunities in CIVIS
- (Digital) European Studies Fair  
to showcase CIVIS programmes / connect to other alliances /  
showcase/visit European Institutions ... ..



# How Does It Work?

You want to apply? Here's how it works and who will support you!

# How to Apply?

- 01 Check out the **call website!** Consult the **CIVIS Institutional Coordinator (IC)** at your university about your initiative before submitting it; notify them of your intention to submit a proposal. Further information will be linked on the website as it becomes available – watch for updates!
- 02 **Submit your proposal** using the **online form**. For the proposed budget, download the Excel form, fill it in and upload it when asked to do so during the submission process.
- 03 Your proposal will be **reviewed** by a dedicated panel composed of students, academic and professional staff selected across CIVIS teams. The evaluation will focus on the project's contribution to the overall CIVIS Alliance project, as well as on its feasibility in terms of budget, content and objectives.



## What's the Timeline?

1 September 2024: Call opens

8 October 2024, 5 p.m. CET (4 p.m. WET, 6 p.m. EET) Info Session

**31 October 2024: Submission DEADLINE**

November 2024: Evaluation period

December 2024: Results and detailed planning phase

January 2025 to September 2025: Implementation of the project

Student-led projects supported by this call should be designed to start at the beginning of 2025 (calendar year) and should be completed by September 30th, 2025.

You will be required to report on your activity and its implementation. In particular, a financial and a mobility report will be required.

The financial and mobility reports will need to be supported by documents. So obtain and keep relevant papers, such as certificates of attendance and bills for all expenses! The ICs can help you there.



# What to do to **Make It Work?**

You need help? Don't know how to find partners / do a budget / create a report / ... ? There's help in CIVIS!

# I'm Lost! What Help and Support Is There?

CIVIS is in the process of putting together a support package – watch the call website!

- Project and budget planning / management
- Communication support / advice
- Contacts into university administration
- Contacts to local communities via the CIVIS Open Labs and other local engagement
- Administrative support for using the funds
- Mobility support

... watch the call website, more is coming!



# Communicate, communicate, communicate

Follow your project journey - use small bits of information to document your work.

blog

Share milestones on social media

PHOTO

Think of communication and dissemination from the outset

podcast

Share the steps on your channel

(Save for your report!)

**CIVIS is a journey: Tell the travel story of your project!**

TEXT

Get people's attention - find people who want to be in on your project

Let the CIVIS Comms people know - we will spread the word

VIDEO

storyboard

social media feed

You don't have to write a term paper (a.k.a. a boring report) - feel free to do something creative, using the steps you created along the way!



## So: What's up Next?

8 October 2024, 5 p.m. CET (4 p.m. WET, 6 p.m. EET) Info Session

**31 October 2024: Submission DEADLINE**

- seed-fund of 1.000 EUR for creating a project
- project fund of up to 10.000 EUR for actual projects

January 2025 to September 2025: Implementation of the project

### Outlook:

Depending on budget availability after the first call, two further calls are anticipated on the following dates:

- 2<sup>nd</sup> CIVIS Student-Led Project Call: open 1 November 2024 until 31 January 2025, for projects completed by 31 March 2026;
- 3<sup>rd</sup> CIVIS Student-Led Project Call: open 15 February 2025 until 30 April 2025, for projects completed by 30 September 2026.

# Don't Be a Stranger!

Contact the student-led projects team:

[student-call@lists.civis.eu](mailto:student-call@lists.civis.eu)

Contact the global student council:

[student@lists.civis.eu](mailto:student@lists.civis.eu)

... or contact your local  
CIVIS Institutional Coordinator (IC)  
(see list on the call website)





More information on

civis.eu



<https://civis.eu/en/engage/student-engagement/civis-call-student-led-projects-2024>