



Studentrådet AD



NTNU

Fakultetet for  
arkitektur og design

## GUIDELINES FOR STUDENT COUNCIL FUNDS

- at the Faculty of Architecture and Design

### BACKGROUND

The Faculty of Architecture and Design grants each calendar year approx. 50,000 kr, distributed to student-initiated projects that benefit students at the faculty. The Student Council AD is responsible for distributing the money after appraisal of applications.

### APPLICATION DEADLINES

Once in the autumn semester and once in the spring semester, meetings are held where the Student Council AD assesses applications and allocates funds. The normal application deadline for the spring semester is the 4th of March and 1st of October for the autumn semester, but this may differ under certain circumstances. Meetings shall be held as soon as possible after the application deadline. The application deadline can of course be adjusted after the appropriate weekday after meeting.

FTV is obliged to give feedback on rejection / allocation after the distribution meetings.

### FUNDING FOR PROJECTS

The funds are intended for student-initiated projects, events, workshops, purchasing of public utility equipment etc. Collaboration between the students at our faculty, especially across study programs, institute or society association, or projects in cooperation with other institutions will be emphasized. Applications for individual projects are not accepted unless it offers something to several students at the faculty. Support for personal art projects / presentations / diplomas is not provided. Principally, projects that will benefit as many students as possible will be prioritized.

Courses and subjects under the direction of the school are not awarded student funds. The refurbishment / re-entry of rooms that the school has and is a permanent user of, should not be supported

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since the faculty should support them directly, not through student council. In case of doubt, applicants are asked to specify ownership of inventory and premises.

Long-term projects are mainly not driven by student council funds. The funds are intended as start-up support or for the implementation of additional measures.

### **DESIGN OF APPLICATION**

No separate application form is required. The application must be concise and include a description of the project and shall contain an overview of cost estimates. It is important that it is clearly stated who is behind, what is requested, when and how the project is to be carried out and who / how many projects are beneficial in the application.

If the applicant or project is affiliated with other sponsors or contributors, this must be stated in the application.

For applicants / events belonging to or under the auspices of an established society / association / organization, the application must include accounting and budgets (if available) for the applicant / event and for the society / association / organization where the project / applicant is attached.

This applies, for example, to events organized by sub-groups attached to a society association, where the budget and accounts for the subgroup and the society association must be attached to the application.

This makes it easier to assess which applicants / projects most need funding through the student council.

### **IMPLEMENTATION**

It is a prerequisite that the funds are used in a reasonable and economical way, so that the most possible benefits and enjoyment of the funds can be achieved.

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Purchases of goods and services shall comply with the rules applicable to NTNU.

All purchases and orders must be approved and agreed in advance and are usually done by:

- Order through the accountants at the faculty or the relevant department
- Requisition from the department or faculty for small-scale purchases at Akademika or similar.

The event must be documented, with digital photo and a short report, and handed over to FTV AD. To show what the money goes to, document what is being done and show that the money generates activity that benefits the students. Receipts must be documented and handed over to FTV AD.

Applicants who have not submitted a report for completed activity after receiving funds will not be awarded funds for new projects / applications before this report is available.

Disbursed funds not used by the end of the calendar year will be returned to the faculty.