

!!! PLEASE READ COMPLETELY !!!

How do I apply for funding?

1. General information

This document should answer all your questions about funding. Please read this document carefully. If there are still any uncertainties, please write us an e-mail with the subject "Question" to foerderung-stura@rz.hfbk-dresden.de.

Then fill out the funding application completely and neatly (!) and send it to us by e-mail. We will not process applications that contain errors or are not sent correctly.

Our funding is limited and we can rarely fund every application submitted. We therefore ask you to honestly consider the following when submitting your application. Our project funding is intended for projects that cannot be supported by students alone. We ask you to show solidarity with other students.

2. Application

You submit the application by e-mail to foerderung-stura@rz.hfbk-dresden.de

Please structure the subject of the e-mail as follows: "Diploma y/n*_first application y/n*_application_sum_first_name_last_name".

*y/n stands for yes or no.

Example for an application for a diploma project, no initial application, requested amount 300€:

y_n_300_Max_Mustermann

Example for an initial application, no diploma project, requested sum 150€:

n_y_150_Bettina_Beispiel

Attach your completed funding application as a PDF to the e-mail. If you already have bills, also attach them to the e-mail as a PDF.

3. Application procedure

We award the funding on four dates per year. There are four deadlines for these dates:

Applications received between 07.01 and 01.05

→ Main funding allocation SS mid-May

Applications received between 01.05 and 20.06

→ Secondary funding allocation SS beginning of July

Applications received between 02.06 and 01.11

→ Main funding allocation WS mid-November

Applications received between 01.11 and 07.01

→ Secondary funding allocation WS mid/end of January

The first dates in each semester are intended for larger grants. We will have more money available on these dates. So if you are planning a large/expensive project try to submit your application by the deadline on 01.05 or 01.11

To receive for funding, you must be present in person and present your project briefly (max. 5 minutes) or be represented by another person. The exact dates for the awarding of funding will be announced shortly after the deadline. On this day, you will find out whether and how much money we will award you.

You will need to fill out the application form in full and bring it with you on in paper form.

If your application is accepted, you will receive the money within 14 days, provided you already have bills. If your project does not start until after the funding, you will receive the money as soon as you have submitted your bills.

Criteria for project funding from the StuRa of the HfBK Dresden

1. All students of the HfBK Dresden are eligible to apply.
2. Students of the HfBK Dresden must be significantly involved in the project or event.
3. In special cases, external projects - especially cultural and/or political events in Dresden - can also be funded.
4. An application can be submitted at the earliest twelve weeks before the start and at the latest twelve weeks after completion of the project.
5. Normally, funding is not paid out in advance.
6. Our funding is specifically aimed at projects and events. Costs for the ongoing need for working materials during the study program or for studio work and catering costs are not covered. Fees/expense allowances are generally excluded from funding.
In addition, any costs incurred in connection with a project with a project can be funded.
7. Only one application can be submitted per project.
8. Events that are not open to the public are generally excluded from funding.
9. Projects and events in which the applicant receives a salary, are normally excluded from the funding.
10. The project-related use of the funding must be documented with invoices.
11. First-time applicants will be prioritized. The funding amount of previous applications will be taken into account when awarding new funding.
12. A maximum of €200 can be applied for per semester per individual. Diploma projects can be funded with a maximum of €400.
13. Funding applications can be submitted together with others. For example, if two people submit a application together, the maximum funding amount increases from €200 to 400 (in the diploma from 400€ to 800€).
14. in the case of long-term or relatively large projects/cooperations/etc. that serve the student body or the wider student community, a higher sum may be approved if necessary. This is particularly the case if several students are equally involved in a project.
In this case, points 7, 5 and 12 do not apply and point 11 can be waived so that funding for a non-profit project can also be granted spontaneously. In this case, the applicant does not lose their entitlement to an individual or initial application.
15. Applications for funding are only processed during the lecture period.
16. There is no fundamental entitlement to project funding. Legal recourse is excluded.