

# Göta studentkår's Rules for requests of funds.





**Type of document:** Rules

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# Rules for requests of funds

The purpose of this document is to simplify the process for Göta studentkår's associations when applying for funds for their activities or events. It also serves as a guide for section boards and the union board when handling requests for funding.

## Guidelines for requests of funds

- › Funding requests can be submitted by Central union associations, Party associations (Sexmästerier), and Sectional associations at Göta studentkår.
- › For a request to be approved, it must comply with Göta studentkår's statutes, values, policies, and other governing documents.
- › Sectional Associations should primarily apply for funds from the relevant section board. If the section is unable to approve the request, it is forwarded to the union board for a decision.
- › For events that are directed at all or a large portion of Göta studentkår's members, the union board reviews the request.
- › Requests related to aspiration activities (aspning) will not be approved.
- › Funds cannot be used to cover the cost of alcohol.
- › The attached budget in the request must not be projected to make a profit.
- › Associations cannot request funds for an event that has already taken place. The union board or section board may decide on exceptions.

## Funding Request Process

- › Requests should be submitted through the funding request form on Göta studentkår's website.
- › The request must include the date and location of the event, the number of participants, how many of the participants are estimated to be Göta members, a description of the event, how Göta members and non-members will be differentiated, a draft budget, and contact information.
- › To be considered, the request form must be correctly filled out.
- › Requests must be submitted no later than three weeks before the event takes place.

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### Address

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411 34 Göteborg

### Contact information

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### Online

gotastudentkar.se  
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- › After approval and the completion of the event, the association must submit a financial report for all expenses covered by the funding within one month after the event.
- › Expenses for events held in May or June must be reported by June 20 due to the start of a new operational year.
- › Late reporting may result in the forfeiture of the right to financial compensation.
- › All expenses must be reported together.

### Decision on Funding Requests

When making decisions on funding requests, Göta studentkår will consider the following:

- › The number of students the event is aimed at.
- › The number of members estimated to attend the event.
- › Whether ticket prices differ between members and non-members.
- › Whether the request comes from an association that has not previously received funding.
- › The type of event the request relates to.
- › Göta studentkår's budget for the operational year.

For questions regarding funding requests, please contact Göta studentkår's presidium.

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