



Student Union for Humanities
and Theology

Apply for funding from HTS

Translation approved by the board 2021-02-17

The Student Union for Humanities and Theology has two funds from which students can apply for money.

The Project Fund aims to enable students to run projects that are not already carried out by the Student Union and which target students at the Joint Faculties of Humanities and Theology. This could include, for example, starting up a new programme council or arranging a social activity for the students.

The Operational Fund aims to further develop existing activities within HTS, if a committee needs more money for an activity for example.

All applications are sent to ordf@hts.lu.se and need to be approved by the Union Board. You have to get your application approved in order to get your money compensated and thus you can't apply for money retroactively. The application shall include:

- The name and e-mail address of the person who is applying
- Date
- Possibly which of the existing operations within HTS the money should go to (e.g. the Festivities Committee, HTS BK, student council etc.)
- The amount requested
- What the money will go to
 - Which students
 - What kind of activity
 - When the activity will take place
 - What will be purchased

Once an application has been approved, the applicant can pay for the things specified in the application and then be compensated by the Union **upon presentation of the receipt**. The person **shall present** the results of the project or the extending operation to the Union Board. It is **very** important to save the receipt, otherwise the Union cannot compensate for the money. You **can't** apply for money retroactively.

On the next page you will find a template for how an application might look like!



Application for

Student Union for Humanities and Theology

Name:

Email address:

Date:

Requested amount:

The money will go to...

- (Possible existing operation within HTS)
- What kind of activity
- When the activity will take place
- Which students the activity is aimed at
- What to be purchased

Example

Application for a barbecue evening

Name: Student Studentson

Email address: student@student.se

Date: January 1, 2018

Requested amount: SEK 2000

The money will go to the Festivities Committee operation. We want to organize a barbecue evening, to which all students at the faculty will be welcome. The barbecue evening will be on April 1.

The money will go to the barbecue evening according to the following budget:

- *1500 SEK for food*
- *250 SEK for soft drinks*
- *250 SEK for decorations*
- *Total: SEK 2000*