**Project application**

Student project to promote sustainable development at the universities in Bern

|  |  |
| --- | --- |
| **Project title** |  |
| **Project leader** (Last name, first name, major, institution) |  |

**Signature of project leader**

Place, Date Signature

**Signatures of additional team members**

Place, Date Signature

Place, Date Signature

Place, Date Signature

There are three parts to this project application. Part 1 is titled *Project content* – please present your project idea and how you plan to implement it. Part 2, *Budget*, is where you will present your planned expenditure. And in Part 3, *Administration*, please enter the requested information on the people and/or organizations involved in your planned project.

By signing, the project leader and additional team members confirm that they have taken note of and agree to the Terms and Conditions of the *Students4Sustainability* project funding programme.

**Part 1 – Project content**

1.1 Summary

Provide a brief summary of what the project is about. (max. 250 words)

(Note: If your application is successful, the project summary will be published on the Students4Sustainability website: <https://www.students4sustainability.ch/projekte>)

1.2 Relevance and impact of the project

Briefly explain why your project is important for – and how it will contribute to – sustainable development. Which [Sustainable Development Goals (SDGs)](https://www.un.org/sustainabledevelopment/sustainable-development-goals/) can the project contribute to? (max. 150 words)

1.3 Project planning

1.3.1 Milestones

Complete the following table with the most important milestones of the project and indicate on the timeline when you expect to achieve each milestone. Note: The end of 2024 is the latest possible date.

In the box below the table, describe each milestone. (max. 250 words for table and description)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Milestones Timeline** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Brief description of each milestone

1.3.2 Cooperation

List the partners you will work with and specify what they will contribute to the project. If you are already cooperating with external actors, mention this. (max. 150 words)

1.3.3 Organization of team and work

Outline how you plan to divide the work and roles within your team. Also, describe how you plan to reflect on content and collaboration as a team. (max. 150 words)

1.3.4 References

*(You can use this space to mention literature you have used)*

**Part 2 – Budget**

2.1 Funding

Use the following table to indicate your planned project expenditure. Distinguish between time costs and material costs. Please note that the maximum amount you can apply for is CHF 10,000.

|  |  |
| --- | --- |
| **Detailed expenditure** | **Amount in CHF** |
|  |  |
| **Time costs** |  |
| Team member salaries  |  |
| External specialists’ fees |  |
|  |  |
|  |  |
| **Material costs** |  |
| Operating materials (material and running costs) |  |
| Office or meeting space |  |
| Meeting and travel costs  |  |
|  |  |
|  |  |
| **Total expenditure** |  |

We hereby apply for a grant of CHF     to carry out our project.

**Part 3 – Administration**

3.1 Project leader

|  |  |  |
| --- | --- | --- |
| Last name, first name |  |  |
| Institution |  |
| Address |  |
| Phone, e-Mail |  |  |
| Postal address  |  |

3.2. Team members

|  |  |  |
| --- | --- | --- |
| Last name, first name |  |  |
| Institution |  |
| Address |  |
| Phone, e-mail |  |  |

|  |  |  |
| --- | --- | --- |
| Last name, first name |  |  |
| Institution |  |
| Address |  |
| Phone, e-mail |  |  |

|  |  |  |
| --- | --- | --- |
| Last name, first name |  |  |
| Institution |  |
| Address |  |
| Phone, e-mail |  |  |

3.3. University partners and external partners

|  |  |  |
| --- | --- | --- |
| Last name, first name |  |  |
| Institution |  |
| Address |  |
| Phone, e-mail |  |  |

|  |  |  |
| --- | --- | --- |
| Last name, first name |  |  |
| Institution |  |
| Address |  |
| Phone, e-mail |  |  |

3.4. University co-applicant

Please note that the co-applicant, if possible, should be a member of the same institute/department of either the project leader or one of the team members.

|  |  |  |
| --- | --- | --- |
| Last name, first name |  |  |
| Academic Title |  |
| Institution |  |
| Address |  |
| Phone, e-mail |  |  |
| **Signature\*** |  |

\* By signing this form, the co-applicant undertakes to comply with the tasks set out in the Terms and Conditions of the *Students4Sustainability* Project Funding Programme.