**CALL FOR STUDENT PROJECTS – APPLICATION 2019**

**Application date**:

**Project leader(s):**

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| **NAME SURNAME** | **COURSE/TRACK AT TSE** | **ACADEMIC YEAR** | **EMAIL ADDRESS** |
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| **Project title** |

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| **Short project description (500 words maximum):**  |

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| **How does your project serve the common good?** |

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| **How does the project fit into one or more of the school's areas of expertise? (technical basis or scientific interest in relation to TSE)** |

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| **Describe in a few words the innovative or amplifying approach of the project:** |

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| **How does your project contribute to TSE's outreach?** |

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| **Additional comments** |

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| **Financial support requested** (500€ min, 4500€ max): |

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| **Project implementation schedule:** |

**Name of the referent teacher:**

*The letter or email of support from the teacher - referent researcher must contain the following information: Name of the teacher-researcher, First name, title within TSE, date.*

**Estimated budget – template**

**Project title:**

**Duration of the project implementation:**

**Planned project completion dates:**

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| --- | --- | --- |
| **EXPENSES** |  | **INCOME** |
| **Small consumable items/materials** |   |  | **Sales/revenues** |   |
| **Travel** |   |  | **Donations (individual/corporate)** |   |
| **Printouts** |   |  | **Other (describe)** |   |
| **Goodies** |   |  | **Support requested from TSE** |   |
| **Other (describe)** |   |  | **TOTAL** | **0 €** |
| **Overhead 10%** | 0 € |  |  |  |
| **TOTAL** | **0 €** |  |  |  |
|  |  |  |  |  |

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| The accounting items above are proposed for information purpose only. You are not required to have an amount to enter for each line. It will need to be adapted to your project and your specific needs. Some advice and reminders: * We encourage a presentation by expense items
* Describe in an appendix how you calculate, if necessary.

For example: if you plan to organize a festival, and you register 500€ in the category "sales/revenues" of your income, you should explain that it is equivalent to sell 50 tickets at 5€ + 100 drinks at 2,50€.* Describe how you completed the "Other" part.

Example: To create a show, if the town hall lends you a room free of charge, you must indicate the equivalent value if you had rented it (according to the number of hours + loan of sound equipment...) and specify it in the appendix. * Balance your budget: total expenses = total income
* Do not use more than 10% of the amount requested in overhead costs (also called operating costs)
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