Future Food Utrecht Hub

Seed Money Call for Student Activities 2018
Deadline: 22 November 2018, 24:00 hrs.

Future Food Utrecht Hub
Future Food Utrecht offers a platform for scientists, students and external stakeholders on which they contribute to the transition of the food chain for a sustainable world, by means of integrating unique transdisciplinary research and education.

Aim call
- To engage Utrecht University students in critical thinking related to food related challenges.
- To involve students in the food related research and education at Utrecht University
- To stimulate students to organize activities that lead to the organization of a virtual platform around food related challenges, on campus.

Conditions
Who can Apply
The Student Activities Seed Money Fund is administered through the Future Food Office. Applications for funding may be submitted by Utrecht University and UMC Utrecht (PhD)Student Organizations, recognized (PhD)student groups. Applications must be submitted by the student(s) who are participating in the event.

Activities eligible for consideration include:
1) Activities to enhance student critical thinking about food related challenges;
2) Activities, conferences or events related to food topics to benefit Utrecht University students.

Items eligible for funding include:
- Supplies Equipment
- Educational programming costs

Criteria for funding include:
- Being a registered (PhD)student at Utrecht University or UMC Utrecht
- Only one application per (PhD)student or group per academic year will be accepted.
- Grants provided under this fund are not intended to support existing projects, thesis projects, student volunteer placements, student exchange travel expenses, summer fieldwork placements, laboratory operating costs, or individual educational program requirements. Funding will not be provided to Faculty or Staff or to support co-curricular classroom activities. Additionally, the Student Activities Fund will specifically not fund the purchase of alcohol.
- Funds to be allocated for group events range from €500 - €1,000 depending upon the project.
**How to apply for funding**

Letters of application must be submitted to the Future Food Office manager Ms. Margit van Boheemen ([e.m.vanboheemen@uu.nl](mailto:e.m.vanboheemen@uu.nl)).

Your application must include the following:

1) **Name** of the group and the contact person (student number, email address, and phone number).

2) A **description of the activity or program** that is planned or the conference for which funding is sought which answers the following questions:

   - Title of the project,
   - Specific objectives of your proposed initiative,
   - How does this initiative relate to you or your group’s area of study?
   - How will this initiative help to develop your group or the larger Future Food Student community?
   - Timetable for activities (i.e. the anticipated start date and date of completion.)
   - How many students are expected to benefit from the proposed initiative?
   - What was the level of student involvement in developing the proposal and how will students be involved in designing, implementing and evaluating the initiative?
   - What other funding options have been explored and what funds have been raised to date in support of this project?

3) **Proposed budget** including all expenses and other sources of funding.

If the application is approved, payments will be made to the administrative account.

*Disclaimer: Applications received after the event has taken place will not be considered. Decisions of the Evaluation Committee are final and not subject to appeal.*

*Receiving funding pursuant to this application does not constitute University sponsorship of this event. The University assumes no liability arising out of or in consequence of the attendance or participation by the applicant in the conference or event.*

**Reporting requirements**

A final report upon completion of the funded activity or conference must be filed with the Future Food Office, to the attention of Ms. Margit van Boheemen ([e.m.vanboheemen@uu.nl](mailto:e.m.vanboheemen@uu.nl)), and must contain the following information:

1. Project title
2. Name of person completing report.
3. Email address and phone number of people completing report.

**Project Funding:**

- Description of the outcome of the project (i.e. describe what has been achieved as a result of the funding, how many people were affected, etc.); or,
5. Describe how the expenditures are related to the funding approved and attach copies of receipts (or copies of internal chargeback forms if appropriate) for all expenditures related to this activity.
The final report with any attachments must be sent by email to Future Food Office to the attention of Ms. Margit van Boheemen (e.m.vanboheemen@uu.nl)

Questions
If you have questions about the call, please contact Maria-Jose Rojo Martinez, Operations Manager FFU (M.J.RojoMartinez@uu.nl /030 – 2534645).