

Preparation of an Application for Funding

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01. Introduction

Planning an exciting project for your fellow students and/or association members? Congratulations! You can apply for financial support from the skuba's subsidies budget (Subventionsbudget). **Your application needs to meet certain formal and content-related requirements**, all of which are laid out in the subsidy regulations (Subventionsreglement) available on the skuba website. **The application must be submitted as a PDF.** Additionally, a clear, well-prepared application makes a strong impression — and the skills you gain in this process will serve you well for future projects beyond university!

This document is intended as a general guide for preparing your application. It is aimed not only at Fachgruppen, but also at student associations and other potential applicants. That means not every point or question will be equally relevant for everyone. The general rule: The bigger your project and/or the higher the requested amount, the more detailed your information should be.

Sample texts and example texts in this document are written in blue and shaded in grey.

If you have any questions during the process, please contact the Finance Commission (FiKo) via skuba-finanzantrag@unibas.ch

02. Application for Funding in a Nutshell

Already familiar with the application process and just need a quick refresher? Here are the key points:

- The application must be submitted **at least 8 days before** the SR meeting to:
 - skuba-finanzantrag@unibas.ch
 - subject line: Funding Application [Name of FG/Association] [Name of Event]
- Projects cannot be funded retroactively
- The application consists of:
 - the actual application: a short project description and a commented budget
 - the completed cover sheet (Begleitblatt)
- skuba's involvement must be clearly indicated
- A representative of the project must present it at the SR meeting
- After the project is completed, a final financial report must be submitted to:
finanzen-skuba@unibas.ch

You'll find a sample application from the spring semester 2025 attached at the end of this guide.

03. Formalities and Regulatory Bases

The Subsidy Regulations (Subventionsreglement) are the foundation of your application and contain key requirements that must be met.

Along with your application PDF, you must also submit the completed cover sheet (Begleitblatt), which can be found on the skuba website. The cover sheet provides a brief overview of your funding request and is mainly used for administrative purposes.

Below you'll find a translation of Paragraph 16 from the Finance Regulations, as well as Paragraphs 4 and 8 from the Subsidy Regulations, which are most relevant for you:

From the Finance Regulations:

Funding Applications to the SR

- § 16. The format of funding applications to the SR is governed by the Subsidy Regulations.
2. Regular funding applications are financed through the SR's subsidy budget.
 3. Funding applications are requests for spending decisions.
 4. Deficit guarantees are valid for one month after the end of the respective event, unless otherwise agreed.
 5. A financial report on the use of the funds must be submitted to skuba.

From the Subsidy Regulations:

Eligibility

- § 4. All members of skuba are eligible to submit an application for funding from the subsidy budget.
2. Applications submitted by non-members — even on behalf of skuba members — are not permitted.
 3. Subsidy applications may not be submitted retroactively after the project has already taken place.
 4. Applications to the subsidy budget can only be approved for one-time expenses.
- Regular, recurring payments within a single application are not permitted.

Obligations of Applicants Upon Approval

- § 8. After the project is completed, a detailed final financial report must be submitted to the skuba office within 30 days.
- If the final report is not submitted, the applicants are not permitted to submit new funding applications.
- In exceptional cases, applicants may submit their report late in consultation with the Finance Commission (FiKo).
- FiKo will then decide whether new applications can be accepted in the meantime.
2. skuba's involvement must be clearly acknowledged in a visible location.
- This acknowledgment is a necessary condition for financial support. The exact form should be discussed with FiKo.

04. Structure of Your Application

Present Your Project

Introduce yourselves and your project clearly and concisely, so that the FiKo and the SR can get an accurate picture. Include all relevant information, but keep it short. For smaller projects, two to three paragraphs are sufficient. For larger projects, you may use up to one A4 page.

You should address questions such as:

- Who are you? (Self-explanatory for FGs, for a student association, it is helpful to describe your purpose, how long you have existed, etc.)
- What is your project?; Has it been held in the past?
- How many students of the University of Basel (Bachelor's and Master's) will benefit from your project?; How is this number estimated? (Based on past participation, expected attendees, registrations, etc.)
- A financial contribution from skuba must be acknowledged: How do you plan to do this? (e.g., via flyers, social media, at the event itself, etc.)

The project description along with the budget (see next section) makes up your actual application. Write this in letter format with contact details, address, date, etc.

[Applicants]
FG/student association/etc.
Name (contact person)
Means of contact (e.g. e-mail)

[Addressee]
skuba
Attn. Geschäftsführung via
skuba-finanzantrag@unibas.ch

[City, date]

Dear Student Council,
Dear Finance Commission,

[text]

Center Stage: Your Budget

In addition to a clear project description, a solid budget is essential — not just for your application, but also for your overall project planning and for a clear, organized final report (which must also be submitted to the skuba office after the project is completed). Ideally presented in table format, a budget should include both expected expenses and expected income. Feel free to add comments: short notes can go directly in the table, while longer explanations and context can be added below in text form.

Item	Amount [CHF]	Comments
Expenses	1'050.00	
Catering (Food & Beverage)	800.00	expected: 80 guests
Communication: Flyers, Posters	50.00	Printshop xy
Guest Speaker: Gifts	200.00	CHF 25.00 per person
Room Rental	--	made available by UniBas
Income	1'050.00	
Contribution from FG xx	200.00	
Sponsorship: Company yy	400.00	confirmed
Sponsorship: skuba	450.00	applied

We expect around 80 guests. The event is intended to be free of charge for students, although we typically collect a voluntary donation (Kollekte)* at our events. Since this is optional, we are not including it as projected income in the budget.

For catering, we are calculating CHF 10.00 per person. No alcohol will be served. Eight guest speakers will give short talks during the event. All of them have kindly offered to participate free of charge. As a token of appreciation, we would like to give each of them a small thank-you gift.

* Depending on the size and type of event, voluntary donations (Kollekte) should not be counted as guaranteed income. It is therefore fine not to include them in the budget. However, any amount actually collected must be reported in the final accounting with the exact total.

Please submit your entire application as one single, continuous PDF:

Do not include Google Docs links in your application. The project description and the budget should be in the same document, and unfortunately, broken links tend to slip in quickly.

05. Sending In Your Application

Submit the full documentation (i.e., the actual application + the cover sheet) via email to:

skuba-finanzantrag@unibas.ch

Subject line: Funding Application [Name of FG/Association] [Name of Event]

The executive office will confirm receipt and forward the application to the Finance Commission (FiKo) for review.

As long as all requirements are met, your application will be scheduled for the next possible SR session (applications must be submitted at least 8 days before the session).

Please note: The review process may take a few days. As a rule, you will receive an invitation to the relevant SR session about a week in advance.

06. At the Student Council Session

As the applicants, you will attend the session and present your project. The presentation should take no more than 5 minutes and highlight the most important points. A PowerPoint presentation is allowed but not required. The council may ask follow-up questions and will then decide whether to approve financial support.

SR sessions usually take place on Tuesdays at 18:15 in the Regenzzimmer (room 111) of the Kollegienhaus.

If approved, the granted amount is generally transferred to the specified account within 14 days.

07. The Accounting

Based on the clear budget you submitted, preparing the final accounting is relatively straightforward — as long as you've collected and carefully kept all receipts ;-). Scans or photos of your receipts should be attached to the accounting as an appendix.

Please submit your final accounting within 30 days of your project

to: finanzen-skuba@unibas.ch

If you're unable to submit the accounting on time, send an email to finanzen-skuba@unibas.ch, Cc: fiko-skuba@unibas.ch, including a short explanation and when you plan to submit the documents. If you fail to submit the accounting entirely, you will no longer be allowed to submit new funding applications. The procedure in that case is outlined in § 8 of the Subventionsreglement.

Item	Amount [CHF]	Comments
Ausgaben	1'095.50	
Catering (Food & Beverage)	800.00	expected: 80 guests
Communications: Flyers, Posters	50.00	Printshop xy
Guest Speaker: Gifts	200.00	CHF 25.00 per person
Room Rental	--	made available by UniBas
Balance* (Profit/Surplus)	45.50	Voluntary Donations
Income	1'095.50	
Admission: Voluntary Donation	45.50	
Contribution from FG xx	200.00	
Sponsorship: Firma yy	400.00	confirmed
Sponsorship: skuba	450.00	applied
Balance* (Loss)		

The event was a success, and we were able to welcome 76 guests.
The surplus comes from unexpected donations collected at the event, which were not included in the original budget. The amount will benefit students at the next FG event.

* Your project's final accounting basically takes the form of a Statement of Income and Expenses. Unlike your original budget — which should be balanced (planned income = planned expenses) — your actual figures usually won't be perfectly balanced.

If you ended up with more expenses than income, the project ran at a loss, which you list as a balance on the income side.

If you had more income than expenses, the project made a profit/surplus, which appears as a balance on the expense side.

This setup ensures the statement adds up cleanly: losses are listed under income, profits under expenses, so that the totals balance. You can briefly comment on how you plan to cover a loss or use any surplus.

"The loss occurred due to [reason]. It will be covered by the FG/the association itself."

or

"The surplus comes from unexpected donations collected at the event. It will be used to support the next FG event for students."

You'll find an example of a funding application from Spring Semester 2025 (FS25) attached.

We wish you the best of luck with your project!