

INSTRUCTIONS FOR MANAGING THE CONTRIBUTION - CULTURAL ACTIVITIES AND TRAVEL GRANT 2025

INTRODUCTION AND GENERAL GUIDELINES

This document is valid for the management of all **initiatives that have received funding from Politecnico di Milano** through the Cultural and Social Activities for Students Call.

Any interaction with the offices must exclusively take place using the personal Polimi institutional email and should be directed to eventistudenti@polimi.it.

Communication with the office and the organization of the initiatives must be handled by:

- REPRESENTATION LIST: Legal Representative, Activity Manager, Deputy Activity Manager
- ASSOCIATION: President, Activity Manager, Deputy Activity Manager
- GROUP: Group Manager (same as Activity Manager), Deputy Activity Manager

In case the individuals listed above are unable to participate, it will be possible to delegate another student by sending an email with the delegation included in the text, providing the details of the delegated person (name, surname, student ID, personal code, and email address). A maximum of 3 delegations are allowed (3 different delegates per association/list/group) per calendar year. The delegate must attach the relevant email to every interaction with the office, including any payment or reimbursement requests made by them. The responsible person must ensure that all necessary information is transferred to the delegated individuals in order to ensure proper management.

All initiatives must be carried out in accordance with the project, the budget plan, and the approved estimates.

Any changes must be requested and justified by sending an email in advance of the event date, attaching any new estimates and the modified budget plan. Authorization must be obtained before proceeding.

Substitutions of expense items with something completely different from the approved item or to cover costs related to other initiatives are not allowed.

All initiatives must be carried out **within two months of the date specified in the project**, unless a justified request for an extension is submitted via email. Authorization must be obtained before proceeding. All initiatives **must be completed by December 20th of the current year**.

For all funded initiatives with a limited number of participants, care must be taken to ensure that different students participate from those who took part in previous editions.

1. TIMELINES and DEADLINES FOR SUBMITTING RECEIPTS/INVOICES

- The submission of invoices and documentation must occur no later than 15 days after the completion of the initiative and, in any case, no later than the end of the calendar year (i.e., by December 31st of the reference year for the call). Requests received after December 31st of the management year will not be processed.

In the case of the purchase of technical equipment, the 15 days are counted from the arrival of the goods, not from the date of the invoice.

- **It is not possible to pay invoices in advance of the execution** of the initiative/trip and/or the delivery of technical equipment, if applicable.
- **It is not possible to issue statements certifying that the Polytechnic will pay an invoice issued by a company or that the participants are Polimi students.**

Requests received from November 15th onwards will be processed by the office starting in January of the following year.

2. HOW TO REQUEST THE DISBURSEMENT OF THE GRANT

The designated responsible student must send an email specifying in the subject:

- Title of the initiative
- Name of the group/association/list referring to the initiative

They must attach:

- The provided forms (see paragraph 2.a)
- The expense receipts (see paragraph 2.b)
- Additional documentation (see paragraph 2.c)

It is not possible to request the reimbursement/payment for more than one initiative in the same email.

The forms for reporting, the invoices, and the bank account for the reimbursement must all be in the name of the student submitting the request.

The bank account for the reimbursement must already be registered in the personal online services as a payment method. For reimbursements on Policard, the linked IBAN must be entered in the online services.

2.a) The forms

The forms to be used vary depending on the chosen payment method.

There are two forms available:

I. **Modulo 1 – Refund request:**

It is used when the student chooses to pay the supplier personally and opt for a subsequent reimbursement from the Polytechnic. The invoice must always be addressed to the student.

In this case, the student must:

- Attach the **original invoice/tax receipt, properly stamped** (it must state "paid" or "settled"). If this specific notation is missing, a copy of the bank account or credit card statement showing the payment amount must be provided.

PAY ATTENTION: The refund can only be made to the invoice holder and to their bank account.

It is also possible to receive the refund on the bank account of the Association, provided that the person requesting the refund has signing authority on the Association's bank account.

II. **Modulo 2 – Payment request:**

It is used when the student chooses for the Polytechnic to pay the supplier directly on behalf of the responsible student. It is specified that advance payments for services and/or goods purchases are not allowed. The invoice must always be addressed to the student.

In this case, the student must attach:

- The **original invoice** showing the supplier's IBAN code;
- il **Modulo 3 - Financial Flow Traceability**, completed by the supplier, and only in cases where the invoice amount is €1,500.00 or higher (it may still be requested by the office for new suppliers)

PAY ATTENTION: It is possible to include multiple invoices in a single Modulo 2 – Payment Request only if they are from the same supplier and relate to the same activity. For multiple suppliers, separate forms are required (one for each supplier).

If both payment to the supplier and a reimbursement for the same activity are required, two separate emails must be sent.

2.b) The expense receipts

The invoices must only relate to the expenses outlined in the approved plan and clearly indicate what they refer to.

It is specified that pro forma invoices are only allowed for foreign payments.

Whether it is a payment or a reimbursement, the invoice (or tax receipt in the specific case of a reimbursement) must:

- Be **addressed to the responsible** person of the initiative and **cannot be addressed to the Association/List/Group**.
- Contain the **reference**/title of the initiative.
- Clearly **state the nature** of the supply/service.
- If related to **travel, visits, courses, or sports activities**, indicate the number of participants.
- If related to **printing** of magazines and t-shirts/sweatshirts, indicate the type, number, and unit cost.

2.c) Additional documentation to be submitted along with the invoices

- For **ALL INITIATIVES (including TRAVEL/VISITS):**

- **Modulo 4 - Report Format** (which must also include the number of participants);
- At least **4 photos** of the completed initiative.

In the case of technical equipment, the photos should show both the purchased materials and their use, while the report should describe the occasions in which the equipment was used.

If prizes are awarded, a list with the names, surnames, and student IDs of the recipients must be submitted.

- Only for **TRAVEL, VISITS, CLOSED-NUMBER ACTIVITIES:**

- **Form Partecipazione**, completed by the **actual participants**, including their name, surname, student ID, and person code. The link to the form must be requested one week in advance by the initiative's responsible person from the relevant office, specifying the title of the initiative, the organizing association/group/list, and the start and end dates of the initiative. The responsible person must share

the link and ensure that all participants complete the form using their official university email. The form will be opened on the indicated date and closed at 9 AM on the day following the end of the initiative.

- For **TRAVEL and VISITS**, only in the absence of a summary invoice clearly showing the number of tickets purchased and the amount, the **entrance tickets** to museums and/or exhibitions must be scanned in such a way that their purchase date and price can be verified.
- For **T-SHIRTS** and **SWEATSHIRTS**, send:
 - **Modulo 5 - List of names for T-shirts/sweatshirts**, an Excel file with the list of members to whom they were distributed.

3. PRINTS, GRAPHICS, AND ADVERTISING

For all **printed materials (newspapers, handouts, banners, advertisements, T-shirts or sweatshirts, etc.)**, including **social media publicity, prior authorization** must be requested by sending a draft at least two weeks before printing/publication via email.

- The graphics and text must use appropriate language.
- **The use of the Polytechnic logo is prohibited**, but it is allowed to include the phrase "Association accredited by Politecnico di Milano" in the advertising material.
- All forms of printed material and publicity must exclusively relate to the funded initiative, and even if not included in the spending plan, must feature the following phrase: "***Initiative realized with the contribution of Politecnico di Milano.***"
- If it concerns publicity on social networks, it is necessary, where possible, to target the news specifically to Politecnico students.
- T-shirts and sweatshirts must be created following **Modulo 6 - Final Sketch for T-shirts & Sweatshirts**.

Polimi App

Each individual initiative must be promoted through publication on the Polimi App, **following the guidelines and calendar** already provided via email to the authorized parties.

It is not necessary to include news related to the purchase of technical equipment, as these are not considered events.

4. SERVICES PROVIDED DIRECTLY BY UNIVERSITY FACILITIES

For **POLIMI MERCHANDISING** purchases:

It is necessary to send an email to merchandise@polimi.it and copy eventistudenti@polimi.it, detailing the merchandise to be purchased or the value of the voucher, the name of the group/association/list, the title of the authorized initiative, specifying that the activity has received funding from Politecnico di Milano. **For customized materials, the email must be sent at least 20 working days in advance of the delivery date.**

Wait for the confirmation email before picking up the merchandise.
Payment will be handled internally by the offices.

For **POLIPRINT** purchases:

When requesting prints, it is necessary to provide the Poliprint service with the title and the quote number of the authorized initiative.

Payment will be handled internally by the offices.

5. TOKENS FOR SPEAKERS

At least four weeks before the start of the activity, the responsible person must send an email to activate the assignment.

The office will send the relevant instructions.

It is specified that **it is absolutely not possible to activate assignments for ongoing or already completed activities.**

6. PROCEDURE FOR REQUESTING SPACES FOR THE EXECUTION OF FUNDED ACTIVITIES

Where the use of spaces within the Politecnico is required, a request must be sent to the relevant offices (eventileonardo@polimi.it and/or eventibovisa@polimi.it) **at least two weeks before the event date to check availability and/or receive confirmation of the request made during the project submission phase.**

This **request must be sent** from an institutional email address:

- either from the president;
- or from the person responsible for the activity (as indicated in the project, may coincide with the president);
- or from the vice-responsible person for the activity (if indicated in the project).

The email **must include**:

- Title of the initiative (specifying that it is a funded initiative);
- Date and time;
- Description of the event;
- Any requested services (e.g., tables, chairs, technical services required, audio/video, etc.);
- Expected number of participants.

PAY ATTENTION: It is strictly prohibited to occupy spaces without receiving authorization from the relevant offices.

Failure to comply with all these rules will result in the revocation of the funding.