



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

Da un secolo, oltre.



HR EXCELLENCE IN RESEARCH

AREA  
SERVIZI ALLA DIDATTICA

## **Call for applications for the award of funds for the implementation of Cultural and Social Student Initiatives – year 2026**

### **THE RECTOR**

- HAVING CONSIDERED the Statute of the University of Florence, issued by Rectoral Decree no. 1680 (ref. no. 207006) of 30<sup>th</sup> November 2018;
- HAVING CONSIDERED Law no. 341 of 19 November 1990, entitled "*Reform of University Teaching Regulations*", in particular the Article 6, paragraph 1, letter c);
- HAVING CONSIDERED Legislative Decree no. 68 of 29<sup>th</sup> March 2012, entitled "*Revision of the framework legislation on the right to education and enhancement of legally recognized university colleges*", in particular the Article 3, paragraph 4, letter d);
- HAVING CONSIDERED the Regulations for the award of funds for Cultural and Social Student Initiatives for the benefit of the students of the University of Florence, issued by Rectoral Decree no. 635 (ref. no. 151872) of 10<sup>th</sup> July 2023;
- HAVING CONSIDERED to the Regulations for the temporary allocation to students of University premises, issued by Rectoral Decree no. 620 (ref. no. 100656) of 31<sup>st</sup> May 2019;
- HAVING CONSIDERED to the Regulation on noisy activities of the Municipality of Florence (ref. DC/2025/00066 of 27<sup>th</sup> October 2025);
- HAVING VERIFIED the availability of financial resources on the budget of the Teaching Services Area under item CO.04.01.02.01.01.06 – Initiatives and activities managed by students for the year 2026;

### **HEREBY DECREES**

the issuance of the call for applications for the award of funds intended for the implementation of Cultural and Social Student Initiatives, in favour of students enrolled at the University of Florence for the academic year 2025–2026.



## **ART. 1 – Purpose**

Through this call, the University of Florence intends to recognise and support the activities of students and their freely formed associations, which have the specific aim of promoting the founding values of the University and which contribute to making study more effective and to improving the quality of university life, in particular by promoting activities managed by students in the fields of culture and cultural exchange, sport and leisure. The University recognises the protection of the health and safety of students, participants and all those involved as a priority and essential value.

## **ART. 2 – Nature of eligible initiatives and financial resources**

1. The budget for the year 2026 amounts to €140,000.00.
2. Within the limits of the aforementioned availability, the following types of initiatives may be funded:
  - a. cycles of conferences and seminars (including book and research presentations);
  - b. exhibitions;
  - c. film festivals;
  - d. theatre activities, artistic performances and creative workshops;
  - e. live music concerts;
  - f. editorial products, student journals and newspapers;
  - g. sporting initiatives and championships.

Initiatives must be designed and carried out in full compliance with current regulations on health and safety in the workplace.

3. The following initiatives may not be funded:
  - a. commercial initiatives;
  - b. initiatives that are dangerous to the health of organisers or participants;
  - c. initiatives aimed at producing material for political or electoral propaganda purposes;
  - d. initiatives containing offensive or discriminatory content.



4. Funding for cultural initiatives is granted for one year only and is incompatible with any other form of funding provided by the University.

### **ART. 3 – Requirements of applicants**

1. Applications for funding may be submitted by:
  - a. student representatives elected to School Councils;
  - b. one student acting as legal representative or contact person of an association or of a group of at least fifty (50) students regularly enrolled at the University of Florence in the academic year 2025–2026. A copy of the Statute and the endorsements of the students belonging to the association, or the endorsements of the students belonging to the group established for the purpose of submitting the application, must be attached to the application.
2. Each applicant submitting an application must indicate a deputy who will oversee the implementation of the initiative in the event of the applicant being unable to do so. Any impediment, even temporary, must be promptly communicated to the person responsible for the procedure.
3. The applicant, or the deputy:
  - a. must be regularly enrolled at the University of Florence in the academic year 2025–2026;
  - b. may submit only one application.
4. Members of the Evaluation Committee as referred to in Article 6 below may not act as applicants, deputies or signatories of initiatives for the entire duration of their mandate.

### **ART. 4 - Implementation of initiatives and submission of applications**

1. Applications must be submitted by **1:00 p.m. on 27<sup>th</sup> March 2026** by completing in full the form available on the webpage where this call is published.
2. The following documents must be attached to applicants in PDF format:
  - a copy of a valid identity document of the applicant and of the designated deputy;
  - where applicable, the form referred to in Article 3, paragraph 1, letters b) and c), duly signed by the members of the association or by the group of fifty (50)



students established for the submission of the proposal, with the signatures placed under the printed title of the initiative, together with a copy of the association's Statute, if applicable. Alternatively, endorsements may be collected by means of a form, to be requested by emailing [iniziativestudentesche@unifi.it](mailto:iniziativestudentesche@unifi.it) at least ten (10) days prior to the deadline of this call;

- quotations from suppliers, indicating in detail the costs related to the implementation of the activities declared pursuant to Article 5. In the absence of the required quotations, the activities may be assigned to suppliers already used by the University for similar services, where available. In any case, the University reserves the right to procure goods and services from entities with which it has contracts or framework agreements in force, in accordance with the principles of cost-effectiveness and efficiency;
- for initiatives to be carried out in venues external to the University, a declaration certifying that the premises comply with current regulations on health and safety in the workplace, as provided for in Article 5, paragraph 1, letter c). Initiatives lacking such certification may be admitted on a provisional basis, provided that the required documentation is submitted within ten (10) days from the date of the initiative;
- for initiatives carried out within University premises, the relevant request form indicating the location of the requested rooms/spaces and the scheduled dates of the planned activities.

#### **ART. 5 – Declarations to be included in the application**

1. Applications must include:

- a. comprehensive description of the project for which the contribution is requested, the programme of the planned activities, and the students who are the final beneficiaries of the initiative;
- b. declaration of compliance of the premises with current regulations on health and safety in the workplace, to be attached to the application in the case of use of premises outside the University, drawn up in accordance with the form available on the web page where this call for applications is published;



- c. a detailed list of expenses, inclusive of VAT, specifying their intended purpose. It is specified that project costs must include:
  - expenses related to the implementation of safety measures;
  - surveillance and cleaning costs for the spaces used;
  - any additional charges such as taxes, contributions, SIAE fees and similar levies.
- d. an indication of the publicity measures intended to promote student participation, specifying the type of communication channel. It must be clearly stated that the University of Florence has contributed to the implementation of the project;
- e. identification of the deputy who signs the application;
- f. an indication of any funding provided by other entities and the related amounts.

#### **ART. 6 – Evaluation Committee**

1. In order to ensure the prompt completion of the procedure, the assessment of the feasibility of the proposals, the allocation of funding and the monitoring of the initiatives are entrusted to a Committee, appointed by the Board of Directors and composed in accordance with the provisions set out in Article 8 of the current Regulations for the allocation of funds for cultural and social student initiatives for the benefit of students of the University of Florence.
2. Each member of the Evaluation Committee shall refrain from assessing submitted initiatives in cases involving personal interests of their own, of their spouse, cohabiting partners, relatives up to the fourth degree or relatives by affinity up to the third degree, as well as of associations or organisations to which they belong, or of persons, entities or companies with whom they maintain relationships.
3. Following the publication of the list of initiatives approved by the Committee, together with the corresponding funded amounts, the actual disbursement of the funds for the implementation of the initiatives shall be made available.

#### **ART. 7 – Assessment criteria**

1. Applications will be evaluated based on the following criteria:
  - a) *Preliminary eligibility check* regarding compliance with current legislation on health and safety in the workplace, with reference to:



- type of initiative;
- type of spaces used;
- method of implementation;
- prevention and protection measures provided for.

Failure to pass the preliminary verification of compliance with safety conditions will result in automatic exclusion of the initiative, without the possibility of access to subsequent merit assessments.

b) *Merit assessment* based on the following criteria:

- compliance with the criteria and requirements of this Call for Proposals and the Regulations for the allocation of funds for Cultural and Social Student Initiatives in favour of students of the University of Florence;
- relevance to the university environment;
- cultural and social relevance;
- breadth of audience and degree of participation;
- innovation and originality of the initiative.

2. If, when examining individual applications, the Committee finds similarities or identical subjects, structures and purposes of the initiatives, and considers them to be worthy of funding, it may propose to those responsible that these initiatives be combined.
3. Where possible and in relation to the requests, the Committee shall endeavour to ensure a balance between the different scientific and disciplinary areas referred to in Article 13, paragraph 5, of the University's Statute.
4. The list of funded initiatives will be published on the University website ([www.unifi.it](http://www.unifi.it)) under *Vivere l'Università > Iniziative Studentesche*) **by March 2026**.

#### **ART. 8 – Rules for the use of the contribution and responsibilities**

1. The proposing student – or their substitute – shall personally manage everything necessary for the implementation of the initiative. They shall also be responsible for the correct preliminary assessment of the risks associated with the initiative and for adopting all the organisational and operational measures necessary to ensure that the activity is carried out in complete safety. The absence or inadequacy of such measures may result in the suspension or withdrawal of funding.
2. The following are not eligible for funding:



- a. purchases of durable and/or inventory items;
  - b. cash prizes;
  - c. expenses for travel by private means;
  - d. remuneration for the proposing student, the substitute, students participating in the initiatives, and University lecturers.
3. Expenses for promoting the initiative may not exceed €500,00 gross (for example, promotional expenses include printing flyers or posters, purchasing gadgets, and promoting on social media).
4. Any remuneration paid to speakers participating in conferences and seminars is permitted up to a maximum of €400,00 gross per appearance. No remuneration is paid to teaching staff employed in any capacity at the University.
5. The amount of reimbursements to third parties for food, accommodation and travel expenses is determined in accordance with the maximum limits set out in the current Regulations for missions, travel and expense reimbursements (issued by D.R. 36/2024).
6. No funding will be provided for parts of the individual initiative that are not carried out.
7. The notification of suppliers and the offers they have produced by the proponent of the individual initiative are an essential requirement for the purchase of consumer goods and/or services. The University entrusts the supply to the entity identified by the proponent of the initiative only after verifying that the legal requirements are met. If the requirements are not met, the activities are assigned to the supplier used by the University for similar services, if available. In any case, the University reserves the right to entrust supplies to entities with which it has existing contracts or framework agreements in accordance with principles of economy and convenience.
8. If a funding-eligible initiative specifies University premises as the venue for the initiative itself, the initiative presenter – and their substitute – will receive authorisation to use the requested premises on the specified dates, limited to the normal opening hours and in any case within the hours permitted by the University. In the event of the premises being inaccessible or the dates/times being unavailable, the presenter of the initiative, or their substitute, must promptly indicate alternatives. In cases where the activities planned in an initiative are carried out within the university premises, the costs of renting premises and equipment cannot be included





in the costs of implementing the initiative.

9. During the course of the individual initiative at the University premises specifically requested and assigned for this purpose, it is prohibited to:
  - serving alcoholic beverages;
  - causing noise exceeding the emission and immission limits established by the [Noise Activity Regulations](#), attributed to the various areas by the Municipal Acoustic Classification Plan of the municipality in which the activities take place, and which may disturb the peace.
10. The initiatives are carried out under the full and direct responsibility of the proposing student or, in the event of a replacement, the substitute. Both undertake to ensure compliance with health and safety regulations during the implementation of the initiative.
11. Violations or non-compliant behaviour entitle the University to suspend funding and proceed with the recovery of sums already paid.
12. In the most serious cases, the proposing student or, in the event of a replacement, the substitute may be excluded from submitting funding applications for one or more subsequent years.

#### **ART. 9 – Timing and procedures for carrying out the funded initiatives**

1. Initiatives and activities eligible for funding must be completed by **18<sup>th</sup> December 2026**.
2. The applicant, or their substitute, notifies the person responsible for the procedure, 30 days in advance, of the actual start date of the activities, together with all information relating to the implementation of the initiative and the estimated costs to be incurred, calculated gross of tax charges and reformulated on the basis of the contribution actually allocated. Changes in expenditure compared to those included in the estimate may only be authorised upon presentation of a reasoned request.
3. Any impediment on the part of the proposer must be promptly communicated in writing to the person responsible for the procedure.
4. Expenses incurred in relation to the contributions, within the limits of the funding granted, will be settled upon presentation by the person responsible for the initiative of the necessary supporting documents, within 15 days of the conclusion of the initiative and, in any case, no later than 29<sup>th</sup> January 2027.





5. Any withdrawal from the initiative must be promptly communicated by the presenter or, in case of impediment, by the substitute to the person responsible for the procedure.
6. All information relating to the initiatives, in order to ensure maximum dissemination, must be sent by the presenter to the email address [iniziativestudentesche@unifi.it](mailto:iniziativestudentesche@unifi.it) so that it can be included on the University's website and social media profiles.

#### **ART. 10 – Final report**

1. Within 15 days of the end of the initiative, the following must be sent to the person responsible for the procedure:
  - a. a detailed and documented report of the activities carried out;
  - b. the final financial management report.

#### **ART. 11 – Grounds for exclusion**

1. The following constitute grounds for exclusion:
  - a. the submission of proposals that have purposes other than those expressly provided for in this call for proposals and in the Regulations for the allocation of funds for Cultural and Social Initiatives in favour of students of the University of Florence;
  - b. failure to meet the admission requirements listed in Article 3;
  - c. submission of applications after the deadline;
  - d. submission of incomplete applications lacking the required declarations;
  - e. submission of proposals that do not comply with workplace safety regulations;
  - f. submission of incomplete applications lacking the declarations described in Article 5, generally lacking one of the mandatory elements under this call for proposals.
2. A funded initiative may be resubmitted in subsequent years if the final report and financial statement have been submitted in accordance with the terms set out in Article 10 of this call for proposals.
3. Failure to submit the final report will result in the student proposing the initiative - and their substitute - being barred from submitting funding applications in the following year.



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#### **ART. 12 – Responsible of the proceedings**

1. For all purposes of this announcement, the competent Organisational Unit is identified as the Teaching Services Area / 'Right to Education and Student Services' Sector – Piazza S. Marco, 4 – 50121 FLORENCE – email: [iniziativestudentesche@unifi.it](mailto:iniziativestudentesche@unifi.it)
2. Dr Alessandro Leomanni is responsible for the procedure.

#### **ART. 13 – Information on data processing**

1. Personal data provided with applications to participate in the call for applications will be processed in compliance with the right to personal data protection and the rights to privacy and personal identity, as set out in the GDPR - General Data Protection Regulation (EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016), Legislative Decree No. 101 of 10 August 2018. The data will be processed exclusively for the purposes of this call for applications. The privacy policy for students is available on the web page [https://www.unifi.it/upload/sub/protezionedati/Informativa\\_STUDENTI.pdf](https://www.unifi.it/upload/sub/protezionedati/Informativa_STUDENTI.pdf).

#### **ART. 14 – General provisions**

1. This announcement and the necessary forms are published on the Official Notice Board and on the website of the University of Florence at the following address: <https://www.unifi.it/it/studia-con-noi/vivere-luniversita/iniziativa-degli-studenti>
2. This notice has also been translated into English for informational purposes only. For all legal purposes, only the Italian version is valid.

The Rector  
(*Prof.ssa Alessandra Petrucci*)