

## **Guidelines project funding SHAPE 2024**

### ***Innovation Office and Sustainability Office, University of Basel***

The funding program SHAPE (Student Hub for Action, Projects and Engagement) is based on a cooperation between the Sustainability Office and the Innovation Office of the University of Basel. SHAPE aims to support students who wish to implement a sustainability-related project.

#### **1. Conditions of participation**

- The size of the project team is freely selectable. The main applicant must be enrolled as a student or PhD student at the University of Basel.
- Students from all disciplines at the University of Basel can apply for project funding.
- A person can only apply for one project as the main applicant. Team membership is also possible in other projects.

#### **2. Projects**

- The project must make a concrete contribution to sustainable development. The Sustainable Development Goals provide orientation here. The project can have a social, ecological and economic focus.
- The project can aim to make an economic profit (e.g. founding a start-up) as long as this is used or reinvested in line with the project objectives.
- Projects that primarily aim to provide services for an existing profit-oriented company (e.g. in the form of contract work) are not funded.
- The implementation of the projects and the timing of the disbursement of funds will be discussed individually with the SHAPE management team. The first project milestones should be implemented by the end of 2024.
- By the end of 2024, the project teams must submit a status report to the SHAPE management team that includes information on implementation status and milestones achieved, overview of financial resources used and budgeted, project results including photos or other documentation and a personal reflection. The document template must be used for this.

#### **3. Funding and support from SHAPE**

- Financial support
  - The financial project support amounts to up to CHF 2000 per project, depending on requirements.
  - The budget will be discussed with the SHAPE management team before the funds are released. The jury and SHAPE management team reserve the right to adjust the requested budget.
  - The financial support may be used to pay for, among other things:
    - Expenses that offer added value for project implementation.
    - Expenses for materials or equipment that are necessary for the implementation of the project. The loan of required material or equipment is preferred to a purchase.
  - The financial support may NOT be used to pay for:
    - Wages for team members
  - Legal recourse is excluded.

- In 2024, funded projects will be supported by the SHAPE team in project planning and implementation, e.g. by
  - Advice and support in the development of the concept and project implementation
  - Contact persons for potential challenges.
  - Networking with potential implementation partners.
  - Regular exchange meetings during the funding phase:
    - Kick-off meeting: Consolidation of the project plan
    - Check-in meetings as required: Determining the current status of project development
    - Follow-up meeting: Elaboration of possible continuation and further development of the project after the project phase supported by SHAPE

#### **4. Evaluation criteria**

The applications submitted will be assessed by a jury on the basis of the following criteria:

- **Impact:**  
Potential of the project to contribute to sustainable development or to advance the university's efforts towards sustainable development. Activities with high visibility and/or multiplier effects are welcome.
- **Innovation:**  
Novelty and originality of the project (for the selected context).
- **Collaboration:**  
Exchange and networking, inclusion of or cooperation with representatives of other disciplines, civil society, the private or public sector (inter- and transdisciplinarity).
- **Efficiency:**  
Relationship between requested funds and expected results. Feasibility within the available financial means, time frame and resources.
- **Competencies:**  
Further development of the professional and methodological skills of the team members and the target group.
- **Diversity:**  
Consideration of diversity aspects in the project team (gender and perspective diversity) and in the project-specific target group (different situations, starting positions, experiences).

The criteria serve as a guideline for the holistic development of the project. Not every criterion has to be met in full. The weighting of the criteria is at the discretion of the jury.

#### **5. Application**

The application form and current deadlines can be found on the website: [www.unibas.ch/shape](http://www.unibas.ch/shape)