

Student Organisations Development Fund Project Application Form

To submit a project application, please complete this form and send it, signed by the authorised signatory of the organisation, to the email address tyye@ut.ee.

Project applications can be submitted by organisations listed in the statute of the Student Organisations Development Fund; the eligibility of other organisations is assessed by the Student Union Board on a case-by-case basis. The purpose of the Development Fund is to finance projects that contribute to the achievement of the goals of the [University of Tartu Development Plan](#). The requested amount must be at least 500 euros.

Project applications can be submitted year-round. All projects submitted by the application deadline are assessed by an evaluation committee consisting of the Student Union Board, the Vice-Rector for Academic Affairs and the Head of Development

The application deadlines for 2026 are March 9, May 4 and September 14. One organisation may submit multiple applications within one application round and year

For more information or if you have any questions, write to tyye@ut.ee

By submitting an application for the UTSU Student Organisations Development Fund project, you consent to the University of Tartu Student Union processing the data provided in this application to the extent necessary to carry out the development fund project and satisfy the submitted application. Contact details are necessary for information exchange with UTSU and the submitted data will not be disclosed to third parties. Contact details of the representative of the legal entity are necessary for entering into a contract. To withdraw your consent, you must forward your request to the UTSU Board in a form that allows for written reproduction. We will retain the data for statistical purposes until the end of the development fund project, i.e. until the end of 2026, after which all data provided in the application will be deleted and only the name of the organisation that submitted the project application will be retained in the statistics.

1. Name of the applicant organisation or organisations (if it is a collaborative project) + name of the legal entity of the organisation.

2. Name and position of the applicant(s) in the organisation.

3. Email and phone number of the applicant.

4. Project title (short, catchy and relevant, corresponding to the content of the project).

5. Project description (up to 400 words). *What is the purpose of the project? Why is it necessary to do it? How large a proportion of the student body will it affect? What activities will the project include? Over what period of time will the project be implemented?*

6. What students (curricula, faculties) is the goal to reach? How many and what kind of people will be involved? *How many and what kind of students from which curricula and/or faculties will this project reach? How many people are involved in organising? How many people are in the role of participants?*

7. How do you plan to distribute your project? (activities, wider coverage, etc.) *How do you plan to find enough participants? What activities will you use to spread the project's purpose and results after it has ended? How will you use communication to expand the impact of the project?*

8. The goal and action line(s) of the UT Development Plan that the project will contribute to. *State the exact goal and action line(s) that the project is intended to contribute to.*

9. Methods and activities that will contribute to the implementation of the UT Development Plan. *How will this project contribute to the implementation of the action lines? Which activities will do this?*

10. What results do you want to achieve with the project? *What are the planned results to achieve the project objective? Be ambitious and list all results specifically and briefly.*

11. How will you measure these results? What are your metrics? *List one to three measurable metrics for each result, based on which the result can be considered achieved.*

12. Project timeline. *Fill in the timeline table with the activities during, before, and after the project.*

Time of activity	Activity	Description of the activity
		<i>Add lines if necessary.</i>

13. Project budget. *Fill in the budget table so that all sources of costs are listed there.*

Source of cost	Planned cost	Amount requested
<i>Add lines if necessary.</i>		
Total		

14. Do you get support from other sources to carry out the project? Which ones?