

SUPPORT FOR ESL STUDENT PROJECTS

ESL actively supports projects organized by its students. This support can take many forms: logistical assistance (room reservations, connecting students with university departments), help with communication and visibility, financial support, and more.

All requests for project support must follow a process that allows them to be approved by faculty members and the ESL team.

1. Conditions for Project Support

- The project must be part of an educational initiative approved by a faculty member
- The project must help promote the image and appeal of ESL.
- The funding request must be submitted by a student association (the majority of whose members are enrolled at ESL)
- All communication materials must display the ESL logo and be approved by the School's communications officer
- Incomplete requests or those submitted after the deadline will be considered ineligible.

2. Application Process

- Before submitting any application, the project leader must schedule an appointment with ESL by sending an email to the following address: esl-projets@ut-capitole.fr. A member of the team will meet with you to discuss ESL's support options and the application procedures.
- If the project requires funding from the ESL, you must then complete and submit a dedicated form that includes:
 - a comprehensive description of the proposed initiative (feasibility, coherence)
 - a detailed projected budget (revenues and expenses)

o the official Cerfa form (12156*06)

The required documents and deadlines can be downloaded from the ESL website (under the “Student Projects” section).

The project is then reviewed by the grant award committee, which meets twice a year. The project leader is notified of the result by email. Please note that funding is disbursed in two installments: 70% once the application is approved and 30% upon completion. The association must therefore be able to cover the remaining costs upfront.

3. After the project

- **Submit a financial report** (template provided by the University), which must be submitted along with the necessary supporting documents to receive the remaining funding.
- **Submit a report on the completed project** that highlights the ESL

The following will not be eligible for support...

- Projects of a proselytizing nature (political or religious) or that incite hatred.
- Projects that are discriminatory or whose communication materials are sexist in nature.
- Commercial projects
- Projects whose funding is intended to cover the association's ongoing operating expenses.
- Projects intended to transfer funding to another association or to fund another association outside the scope of the project itself.
- Projects primarily intended to foster cohesion and internal promotion within a program or class (weekends, retreats, or recreational trips).
- Projects aimed at funding the organization of parties and galas.

➤ **A single project may receive only one grant from the University** ⚡