



## Cooperation and social project grants

# Terms and conditions

### 1. Purpose of the call

The Universitat Internacional de Catalunya (UIC Barcelona), as generator and transmitter of knowledge, promotes the values that are inherent to the institution: people, the search for truth, excellence and social commitment. As regards the latter, UIC Barcelona, through its educational, institutional and research activities, works to promote sustainable development and eradicate poverty, reduce inequalities between peoples and protect the environment.

Likewise, part of our mission of service to society is the advancement of social responsibility and education in values, in the challenge of educating a responsible citizenship and with a critical approach from the principles of freedom, democracy, justice, solidarity, equality of opportunities, sustainability and respect for plurality.

To the same extent, UIC Barcelona promotes raising awareness, training and social participation of our university community to educate people who, from a better knowledge of other realities, become committed and active agents in the challenge of contributing to social change.

Therefore, UIC Barcelona awards financial aid to promote social commitment and international cooperation for a maximum amount of €20,000 per year. This social commitment is foreseen in the University's ideology and is aligned with the sustainable development objectives.

The grants will support solidarity and cooperation activities in which students participate accompanied by members of the University Community.

### 2. Scope of application

Volunteer and social action projects aimed at developing countries and/or groups of disadvantaged or at risk of social exclusion can be presented.



### 3. Beneficiaries

Anyone who is part of the UIC Barcelona university community can benefit from the grants: students currently enrolled in official UIC Barcelona studies (bachelor's degrees, university master's degrees or doctoral programmes), teaching and research staff (PDI) and administration and service staff (PAS), as well as alumni members, advisors and collaborators.

### 4. Financial endowment

The grant allocated will be used mainly to cover part of travel expenses for UIC Barcelona members and project collaborators.

Based on the resources available and the characteristics of the proposal, other items may be approved, such as subsistence expenses or the acquisition of material or equipment that UIC Barcelona members have to use to carry out the activity. When such material or equipment becomes available after the activity, they will be considered as a donation from UIC Barcelona to the counterparty. When further use is not required, this material (equipment, bibliography, etc.) will remain in possession of UIC Barcelona, which will make it available to other future projects or initiatives.

In order to encourage participation of a greater number of our university community members, save in exceptional cases that must be justified and approved, the same person will not be able to benefit from grants assigned to different projects, nor may they attribute more than one trip to the grant allocated to a project.

The amount of grant awarded per project will be paid in two parts:

- 80% of the grant at the start of the project, once acceptance is signed.
- 20% of the grant at the end of the project, once the report is submitted.

Payment of the financial endowment will be made by default to the cooperating entity and organiser or the project, which will be responsible for distributing the money that UIC Barcelona would have allocated among the voluntary participants from the university. If this procedure cannot be followed, exceptions may always be made with evaluation and approval of the University.



Payment processing within the established time periods will follow the usual procedure at the University, and will be paid by bank transfer. Under current regulations, some payments may be subject to IRPF withholding.

## 5. Grant application requirements

There are two types of applications: one for your own projects and another for participating in projects offered by the University.

### 5.1. Requirements for applying for financial aid for your own projects

To begin the grant application submission process, a user manager will be appointed, who will be the person who will manage the request through the online application. This person will manage/coordinate the process and may be a student, PDI, PAS, Alumni or an entity with which the university is cooperating.

If a project is submitted on behalf of an entity, it must be non-profit, legally constituted and registered in the respective registry, and be domiciled in Spain. Entities must have a local partner in the country where the project will be carried out.

Persons participating in the same activity must submit one joint application and designate a manager, who will be responsible for organising the people involved in the activity and the material resources included in the project.

The project manager will be part of the activity and will assume communication with Student Services on behalf of the group.

The person responsible for the activity must report any delay or difficulty that may occur during the implementation of the project. Any substantial change to the implementation schedule, content or place of activity, identity and/or number of University participants must be reported to Student Services.

Applicants are responsible for the veracity of all data and project documents provided, as well as for the activities carried out to achieve the proposed objectives. At any time, Student Services may request any information it deems appropriate to track and evaluate the activities.



Before the respective trips are made, all UIC Barcelona members participating in the project must have health insurance that guarantees their health care in case of illness or accident.

### 5.2. Requirements for applying for financial aid for international volunteering projects offered by UIC Barcelona

If any student, PAS/PDI or Alumni member is applying as part of an international volunteering project offered by UIC Barcelona, they must complete a specific online application through the website.

A copy of your identity document and a letter of motivation must also be attached to the application in which you explain the reasons that led you to choose this project. At any time, Student Services may request any information it deems appropriate to follow up on each applicant.

Likewise, before the corresponding trips are made, all UIC Barcelona members participating in the project must have a health insurance that guarantees health care in case of illness or accident.

### 6. Implementation period

The activities must be carried out or, in any case, must be started during the year in which the grant is approved. Exceptionally, and with prior approval of Student Services, the commencement of the activities may be delayed at most until the next call for grants is made.

The proposals must be annual in nature and the planned implementation schedule must be included.

Projects that have several phases of implementation and a duration that extends to two or more years must be submitted as new projects in each call.

### 7. Phases of the call

**Phase 1:** Submission of projects (1 November to 30 April)



The application for grants must be made through the University's website. It will involve filling out the electronic form that will be available in the Solidarity section and attaching the requested documentation. The application form will be available from 1 November until 30 April.

The following information will be requested:

- Project manager and contact person details.
- Details of all other people participating in the project.
- Project details: description, recipients, objectives, monitoring indicators, etc.
- Activity schedule.
- Training plan for volunteers.
- Detailed project budget.

**Phase 2:** Evaluation of projects (1 May to 15 October)

The University will appoint a jury that will evaluate the applications submitted.

Student Services reserves the right to request any additional information it deems appropriate to clarify or complete the content of the proposals.

**Phase 3: Resolution of the call** (16 to 30 June)

Student Services will exercise the functions of mediator between those responsible for the projects submitted and the University, and will communicate the resolution to the project manager.

In any case, Student Services reserves the possibility to establish the conditions it deems appropriate or to adopt a provisional resolution, with final approval of the grant conditional on having obtained the additional funding that would make the initiative viable or in compliance with the additional terms and requirements that the Governing Board may deem appropriate.

For the resolution to be final, the project manager must confirm acceptance of the grant within two weeks after the resolution has been communicated. This must be done by completing the acceptance document available on the website. Once this document is received, the University will transfer 80% of the grant as a first payment.



**Phase 4: Submission of the report** (at the end of the stay and within a three-month period)

Once the project has ended, a report must be submitted in PDF format, explaining the development of the activity, testimonies and experiences, and highlighting the most relevant information. The report must be illustrated with photographs of the project execution and delivered to Student Services via email ([solidaritat@uic.es](mailto:solidaritat@uic.es)) within a three-month period, counting from the day the project ended in the destination country. Should the project take longer than planned, an extension must be requested and the reasons why it was not completed must be justified.

When the report is received, the second and last payment will be made, corresponding to 20% of the grant.

#### 8. Revocation of the grant

The University reserves the right to not award the grant if the jury considers that candidates do not deserve the grant because they do not meet the evaluation criteria or do not comply with the terms of the call.

The University may revoke all or part of the grant awarded in the following cases, if such cases have not been previously communicated to Student Services:

- When the number of UIC Barcelona participants in the activity is reduced or the composition of the group altered;
- When participants do not comply with the commitment to prior training;
- When the established time periods are not respected or the content or duration of the activity carried out is significantly changed.

Revocation may also result from the non-acceptance of the grant before the established date, as well as delays in submitting the report that may have not been previously accepted and, in general, any other breach of the obligations established in these terms and conditions.

The University reserves the right to exclude from the grant and, therefore, the delivery of the agreed amounts, to the person(s) who, in its opinion, had participated in an inappropriate and/or fraudulent way, even if they benefitted from the grant.



If, within 15 days of the resolution of the grant, UIC Barcelona is unable to locate the project manager or the manager does not accept the conditions, the project manager will lose the right to receive the grant awarded. In this case, the University may choose another submitted project that meets the necessary requirements. The winning project or projects may not transfer or allocate the grant awarded to one or their other projects or to any other project.

Any participant who, intentionally or unintentionally, harms or damages the image of UIC Barcelona or any of its members will be excluded.

The University can review or revoke approved grants when new conditions or supervening circumstances arise that advise against the execution or continuation of the project.

## 9. Evaluation criteria

This call aims to support solidarity and cooperation activities aimed at groups of especially vulnerable and/or disadvantaged people in which students participate accompanied by members of the University Community. Therefore, projects exclusively based in the field of teaching and research, and those interventions that have unlikely feasibility are excluded.

The activity must be based on a petition of the counterparty and the proposals must include training content and local staff training that facilitates continuation of the project or the activity through agents in the host country or entity, without generating dependencies. If any income is derived from the activity, such income must be fully reflected in the same project.

The jury's decision will be upon on the following criteria:

- Participation of UIC Barcelona students together with professors and/or University staff who will jointly participate in the activity.
- Economic resource capacity of the entity organising the project, prioritising entities that do not have other sources of income or receive any other economic grant funds.

In addition, appropriateness, feasibility, interest and possible impact of the proposed activity will be taken into account, for which the following aspects will be considered:



**a. Location of the activity:**

- Proposals aligned with the geographical and sectoral priorities established in the cooperation master plans, both at the national, regional and municipal levels, as well as of the University itself.
- Activities that are carried out in areas in relatively less developed areas (based on the Human Development Index (HDI) published by the United Nations Development Program (UNDP) and that directly benefit the most disadvantaged human groups.
- Regions that have recently been affected by natural disasters or conflicts, provided that these are activities directly aimed at contributing to the reconstruction and rehabilitation process in these areas, to preventing or improving living conditions of the affected population.
- The safety and protection of displaced persons. In the event of possible risks and contingencies, save for exceptional cases, mobility funding may not be contemplated in areas that, based on travel recommendations published by the Ministry of Foreign Affairs and Cooperation (MAEC), are considered high risk.

**b. Scope of the activity:**

- Greater alignment with the mission, ideology and values of UIC Barcelona.
- Solidarity and international cooperation with an impact on reducing social inequalities and developing skills.
- Potential for developing training for volunteers participating in the activity.
- Resources requested in line with the objectives and activities proposed.
- Results obtained to date, and social, economic, technical and environmental feasibility and sustainability of the actions and the expected results.

**c. Actors involved:**

- Precedents of cooperation with the counterparty and experience in social action and development cooperation activities.
- Involvement of other entities and organisations in the preparing and implementing the activity, both in the areas of action and in our environment.
- Creation of networks and alliances with other actors, as well as the existence of formalised cooperation agreements between UIC Barcelona and the participating entities.
- Participation of professionals and technicians from the country where the action is going to be carried out, preferably from the university sector.
- Participation of beneficiaries in the implementation of the project (inclusive).





- Level of experience and specific training of UIC Barcelona participants in the field of development cooperation and in the knowledge of the country or region where the activity will be carried out, in addition to their technical competence to carry out the planned activities.

**d. Impact of the activity at UIC Barcelona:**

- Cooperation between different University agents (PDI, advisors, PAS, Alumni) who accompany the students and are part of the project.
- Participation of a greater number of UIC Barcelona members in preparing and carrying out the project.
- Establishing synergies with bachelor's and master's level teaching activity, and carrying out academic work (projects and/or final bachelor's or master's degree projects, doctoral theses, publications, articles, etc.) based on cooperation and social action projects.
- As the funds of the call are limited, certain priority will be given to individuals who have not previously benefited from this grant in other calls, and thereby maximise opportunities for students to participate in the University.

## 10. Dissemination of activities

Any documentation and material that is prepared in relation to the proposals benefiting from a grant (leaflets, posters, videos, articles, talks, exhibitions, teaching material, academic works, etc.) must include a statement that the activity was carried out with the support from UIC Barcelona.

When the logos of cooperating entities are reproduced, the University's logo must also be included.

The University will be able to use all these materials and information in dissemination activities, actions and campaigns to raise awareness and raise funds to include them in the annual activity reports.