

GUIDELINES FOR THE FUND FOR STUDENT DORMITORY REPRESENTATIONS – Status: December 2025

(established by the Federal Representation of the Austrian Students' Union)

1. PRINCIPLES

11% of students in Austria live in student residences (SOLA, as of 2023). The Austrian Students' Union (ÖH) considers it important to strengthen the representation of these students and to help improve their living conditions. This includes, among other things, strengthening dormitory representations. Whether through political events, representing dormitory residents, organizing cultural and sporting activities, or creating spaces for social interaction – the activities of dormitory representations are diverse. To support these activities and enable their projects, as well as to strengthen dormitory communities, the Austrian Students' Union (ÖH) provides financial resources to dormitory representations through the **Dormitory Fund**.

1.1. Eligible projects

The Dormitory Fund supports projects (activities/events/objects/etc.) that promote social networking among dormitory residents and have a positive impact on living together in the dormitory.

- 1.1.1. If a project consists solely of the purchase of one or more objects, the project end date is the day on which the last invoice relevant to the funding is paid.

Projects with an anti-racist, queer-feminist, climate-activist and/or anti-capitalist focus are preferably supported.

1.2. Non-eligible projects

The following are not supported (among others):

- Projects that directly or indirectly fail to consider gender equality (e.g. men's football tournaments). Exceptions are closed events explicitly organized for a clearly defined group of affected persons and that have an empowering, supportive, or reflective character.
- Projects aimed at generating financial profit.
- "Election campaign projects" of political parties, ÖH-Student-Parties (campaigning groups and candidates), dormitory representatives, or candidates for dormitory representation.
- Drugs such as alcohol cannot be reimbursed.
- Projects that primarily involve the purchase or distribution of slaughter products (meat and sausage products) are not eligible. This includes, in particular, catering, food provision, or giveaways.

2. FUNDING AMOUNT

The ÖH supports the work of elected dormitory representatives in accordance with the Student Residence Act (StudHG) with up to **EUR 5,000 per year**.
The maximum funding amount per application is **EUR 600**.

2.1. Funding options

Funding may be granted in the form of reimbursement of costs. As a rule, reimbursement is paid by the Austrian Students' Union after completion of the project upon submission of already paid invoices. If the applicant is unable to pre-finance individual outstanding invoices, there is also the possibility within this fund to submit these invoices directly to the Austrian Students' Union for payment.

2.2. Ongoing and completed projects

At the time of application, the project may already be ongoing and payments may already have been made. For projects that have already been completed, reimbursement can only be requested within **one month after completion** (date of the event or date of the last purchase relevant to the funding).

2.3. Other funding

Applicants must indicate whether the project is already funded elsewhere. Funding from other bodies, as well as from the Austrian Students' Union, may be taken into account when determining the funding amount.

3. WHO CAN APPLY FOR FUNDING?

The Dormitory Fund is aimed at dormitory representations of student residences in Austria that are elected in accordance with the Student Residence Act (StudHG). The project must be approved by the responsible dormitory representation body and must in any case include the personal data of the chairperson of the dormitory representation (or a duly elected deputy). However, the application may be submitted by another elected dormitory representative responsible for the project.

4. APPLICATIONS

Applications must generally be submitted via the relevant digital form on the website of the Austrian Students' Union and must include the following information:

4.1. Personal data of the chairperson of the dormitory representation

At least: name, address, telephone number, email address, student ID number or other student identification number.

4.2. Personal data of the applicant (if not the chairperson)

At least: name, address, telephone number, email address, student ID number or other student identification number.

4.3. Contact information of the dormitory representation

For the dormitory list maintained and **published** by the Austrian Students' Union:
At least: address, telephone number, email address.

4.4. Data on the student residence

At least: name, address.

4.5. Bank details

Account number, bank/bank code, BIC, account holder. The specified bank account must match the applicant or the dormitory representation and, in the case of online payments or transfers, must correspond to the payment account used.

4.6. Project description and project end

The project idea should be briefly explained, including the project end date, if applicable the expected number of participants, the goal of the project, etc. If the project consists of the purchase of one or more objects, the need for and the choice of the selected product must be justified.

4.7. Cost breakdown

Amount and intended use of the funds requested from the Austrian Students' Union.

4.8. Justification for retroactive funding or funding of ongoing projects

If an application is not submitted before the start of the project (i.e. before any payments) but during the project (before its end but with payments already made) or retroactively (all payments completed), a justification for the late submission must be included. In the case of an application for retroactive funding, a more detailed project report must be submitted (see section 9: **PROJECT REPORT AND PHOTO MATERIAL**). All information must be submitted via the digital form on the website of the Austrian Students' Union. Applications not submitted via this form cannot be processed.

5. PROCESSING OF APPLICATIONS

Decisions on funding applications are made by a committee consisting of one person each from the chair, the Department for Social Policy, and the Department for Economic Affairs. Legal remedies, such as appeals against decisions of this committee, are excluded.

6. ACCOUNTING PRINCIPLES

The project must be carried out and accounted for in accordance with the provisions of the Student Residence Act, following the principles of appropriateness, frugality, efficiency, truthfulness, and ease of verification. The financial regulations of the ÖH Federal Representation must be observed.

Invoices that have already been paid by the applicant must be sent in original form together with the form "Paid Invoices" to the Austrian Students' Union at Taubstummengasse 7–9, 1040 Vienna.

Invoices must be received by the Austrian Students' Union no later than **one year after the end of the project** (see section 4.7 Project Description and Project End). Invoices submitted later cannot be considered, unless a justified request for an extension is submitted.

Unpaid invoices must be sent in original form together with the form "Open Invoices" to the same address. To ensure that costs can be clearly assigned to the respective applications, the form must state in the column "Reason for the invoice" a reference to the Dormitory Fund, the respective application number, and the applicant.

6.1. Second-hand purchases

Payments made within the framework of the project may also be for second-hand purchases. For reimbursement by the Austrian Students' Union, an invoice is mandatory. This may be handwritten or printed and must include:

- Name and address of the seller and buyer
- Date of sale and confirmation that it is a private sale
- Description of the goods
- Sale price
- If paid in cash, the note: "Amount received in cash on ..."
- Signatures of both parties

7. IMPLEMENTATION PRINCIPLES

Projects must ensure an inclusive and safe environment for all participants and the equal treatment of all genders. The project must be designed with as few barriers as possible, for example in the choice of suitable colors for printed materials or an easily accessible venue. Linguistic aspects, especially with regard to international students, must also be considered, and accessible language and design should be used.

8. MENTION OF THE ÖH

If funding is used for a project, all produced printed materials (e.g. flyers or posters) must include the logo and/or the name of the Austrian Students' Union. If the purchase of an object is funded, it must also be marked as funded by the Austrian Students' Union. The logo can be accessed at: <https://www.oeh.ac.at/presse>. The logo and/or name must be placed as visibly as possible and in a form appropriate to the printed material. Apart from color (black-and-white or color printing), the logo may only be modified with permission.

9. PROJECT REPORT AND PHOTO MATERIAL

After completion of the project, a short informal report must be submitted. One to two photos should be attached, which may be used on the Austrian Students' Union website.

10. CONTACT AND POSTAL ADDRESS

Federal Representation of the
Austrian Students' Union
Attn.: Department for Social Policy
Taubstummengasse 7-9
1040 Vienna
studierendenwohnheime@oeh.ac.at
<https://www.oeh.ac.at/service/foerdertoepfe/heim-foerdertopf/>