

# Student-led event proposal 2026

## Event manager/coordinator

This is the person who will be contacted by the Student Council, the Governing Board, and other EUPeace entities involved in the selection process and the implementation of the event.

\*First name:

Middle name:

\*Last name:

## What EUPeace University are you attending?

## Your institutional email address:

### 1. Event Title *(max 200 characters)*

Provide a tentative or working title that reflects the essence of the proposed event. At this stage transparency is more important than catchy titles. If you have a winning title, though, you are more than welcome to use it followed by a more descriptive title, if needed.

### 1a. Acronym *(max 25 characters)*

For the sake of quick reference, please provide a short acronym/abbreviation of the event:

## 2. Proposed Date(s) and Calendar Overview

Outline the key dates, including preparation stages, event dates, and any follow-up activities, if any. This call is meant for events to take place in 2026. The event must be completed by 30 September 2026. The format is DD/MM/YY. If it is a 1-day event, repeat the same date.

**Planned date of the event: from**

**to**

If needed, specify any other key date (preparation, follow-up if any):

**3. Event Description** (*max 4000 characters*)

Describe the event in 250-500 words, covering the main objectives, activities, and target audience. Please include the type of event (e.g., workshop, seminar, art installation, concert, performing art event, panel discussion or any feasible combination) and expected duration. Especially when student delegations from the Alliance are not hosted at the University of the organizer, online accessibility to at least technically feasible activities within the event is a mandatory requirement. Where possible and meaningful, interactive tools for remote participants should be arranged.

If you need more space to make the description complete, report significant details as attachments to this application form.



**4. Relevance to Alliance Goals** (*max 2000 characters*)

In 150-250 words, explain how the event will contribute to advancing our alliance's core themes of peace, justice, and inclusive societies. Highlight any unique perspectives, issues, or topics that will be addressed.

**5. Collaboration with other local organizations/associations (if applicable)** (*max 2000 characters*)

In 150-250 words, Explain the role of the entities that differ from the applicants' group.



**6. Student Collaboration Across Universities (if applicable)** *(max 2000 characters)*

In 150-250 words, outline any planned involvement or collaboration with students from other alliance universities. Include details on how this will enhance the event and promote inter-university connections.

**7. Impact Goals** *(max 2000 characters)*

In 150-250 words, provide an overview of the anticipated impact on the participating students, the campus community, and the wider public. What lasting effects or initiatives do you hope will result from this event?



**8. Promotion and Outreach Strategy** (*max 2000 characters*)

In 150-250 words, describe your approach to attracting attendees, promoting the event, and raising awareness, including both in-person and digital outreach efforts.

**9. Evaluation and Feedback Plan** (*max 2000 characters*)

In 150-250 words, describe how you will assess the event's success and gather feedback from participants to evaluate the impact and potential for future events.



## 10. Tentative Budget

Provide an itemized preliminary budget, including costs related to materials, venue, speakers (if applicable), marketing operations, and other logistical needs. Ensure clarity and transparency in the financial outline.

If the lines in the table below are insufficient, build a similar table and attach it to this form. Please only report below the total for each category of expected expense.

<b>Cost type: People</b> (concisely describe each cost) (e.g., invited speakers, experts, or other professionals)	<b>Amount in Euro</b> (format 1234,56)
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<b>Cost type: Spaces</b> (concisely describe each cost) (e.g., rooms, theatres, clubs)	<b>Amount in Euro</b> (format 1234,56)
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<b>Cost type: Services</b> (concisely describe each cost) (e.g., connectivity, audio, video, coffee break, transportation for visits on site, marketing)	<b>Amount in Euro</b> (format 1234,56)
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<b>Cost type: Lodging</b> (concisely describe each cost) (e.g., for invited students and EUPeace staff, for invited speakers)	<b>Amount in Euro</b> (format 1234,56)
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<b>Cost type: Material</b> (concisely describe each cost) (e.g., posters, gadgets, printings, objects for events)	<b>Amount in Euro</b> (format 1234,56)
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<b>Cost type: Other costs</b> (concisely describe each cost) (not mentioned above)	<b>Amount in Euro</b> (format 1234,56)
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**11. Funding Request from the Alliance**

Specify the amount of funding requested from the EUPeace Alliance through the budget allotted to the University of Calabria and explain how this funding will be utilized. The contribution shall support organizational expenses. Travel expenses to the event location will be covered with WP local budget. We recommend that the contribution be not greater than €1000.00 not exceeding 75% of the total tentative budget.

(format 1234,56)

**12. Supporting Documents** *(optional and max 2000 characters)*

List any additional materials attached to this application (e.g., letters of intent, preliminary designs, previous event summaries) that support your proposal.

**13. Budget approval by the competent administrative representative for WP5 activities**

*(Write the contact details of the EUPeace administrative representative who has validated your budget)*

First Name, Middle name, Last name

Office name

Institutional email address

