

Student-led Event Application

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 do you attend? (Home institution)

Your preferred 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 15 December 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):

Important dates

Application opening	4 May 2026
Application deadline	29 May 2026
Expected results date	30 June 2026
Earliest event start	1 July 2026
Last possible event date	15 December 2026
Deadline final report submission	31 December 2026



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 etc.) and expected duration of the entire process. If you need more space to describe your event, you are welcome to include additional details as attachments to the application form. To make your event accessible to participants across the Alliance, **please include an online component — such as live streaming, social media interaction, online meetings, or other digital formats — so that those who cannot attend in person can still take part.**



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

In 150-250 words, showcase how the event contributes to advancing our Alliance's community building process and the core themes of peace, justice, and inclusive societies. Highlight any unique perspectives, issues, or topics that will be addressed.

5. Collaboration with other Local Organisations/Associations (if applicable) *(max 2000 characters)*

150-250 words

If collaboration with local groups, organisations or associations is part of your event concept, please briefly introduce them and describe the role they play within the concept.



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 the university/universities and contact points and highlight how this will enhance the event and promote inter-university community building.

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 for the EUPeace student community, 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. Below please only report the total figure for each category of expected expense. All details on the distribution can be included in the description. If you have no prior experience with budgeting events or have questions regarding the budget, please do not hesitate to contact your local EUPeace coordinator for help.

Cost type: People (concisely describe each cost) <i>(e.g., invited speakers, experts, or other professionals)</i>	Amount in Euro <i>(format 1234,56)</i>

Cost type: Spaces (concisely describe each cost) <i>(e.g., rooms, theatres, clubs)</i>	Amount in Euro <i>(format 1234,56)</i>

Cost type: Services (concisely describe each cost) <i>(e.g., connectivity, audio, video, coffee break, transportation for visits on site, marketing)</i>	Amount in Euro <i>(format 1234,56)</i>

Cost type: Lodging (concisely describe each cost) <i>(e.g., for invited students and EUPeace staff, for invited speakers)</i>	Amount in Euro <i>(format 1234,56)</i>

Cost type: Material (concisely describe each cost) <i>(e.g., posters, gadgets, printings, objects for events)</i>	Amount in Euro <i>(format 1234,56)</i>



Cost type: Other costs (concisely describe each cost) <i>(not mentioned above)</i>	Amount in Euro <i>(format 1234,56)</i>

11. Funding Request from the Alliance

Specify the amount of funding requested from the EUPeace Alliance to support on-site organisational expenses, and explain how this funding will be utilised. The requested EUPeace contribution must not exceed €1000. Please contact your local Student-led Events Coordinator to discuss this option.

(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

Your budget needs to be approved by the competent administrative representative for EUPeace Work Package 5 activities (local EUPeace coordinator). Please obtain approval and give the contact details of the EUPeace administrative representative who has validated your budget.

First Name, Middle name, Last name:

Office name:

Institutional email address:

