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KSU GREEN FUND
Guidelines – Academic Year 2026/2027

Section A: General Information
Introduction

The KSU Green Fund (hereinafter referred to as the "Fund") is established, managed and administered by Kunsill Studenti Universitarji (KSU).

The Fund has a total allocation of €20,000 for the academic year 2026/2027. The Fund is supported by the €7 green contribution collected through KSU Parking Permits. Additional financial or in-kind contributions may be accepted from third parties. The Fund aims to encourage sustainable practices, environmentally friendly transport and green initiatives that benefit University of Malta students.

The Fund supports initiatives that:

a) Encourage the use of sustainable transport;
b) Promote road safety through appropriate protective equipment;
c) Support environmentally sustainable initiatives and activities;
d) Improve environmental awareness and sustainability within the University of Malta community.

The Fund provides financial assistance through four funding actions, as outlined in Section 2.

Applications must be submitted in accordance with these Guidelines, which are published on the official KSU website.

Funding Actions

Action 1: Sustainable Transport Methods

Action 1 supports University of Malta students purchasing environmentally friendly means of transport.

Eligible purchases include bicycles, pedelecs, electric scooters and kick scooters.

The maximum grant under Action 1 shall be €500 per approved application.

KSU shall contribute a maximum of 80% of the eligible purchase cost, up to the maximum grant of €500. The applicant shall contribute the remaining 20%.

Action 2: Helmet Purchases

Action 2 supports University of Malta students purchasing protective helmets for use with bicycles, electric scooters, motorcycles and other eligible means of transport.

The maximum grant under Action 2 shall be €50 per approved application.

KSU shall contribute a maximum of 80% of the eligible purchase cost, up to the maximum grant of €50. The applicant shall contribute the remaining 20%.

Action 3: Motorcycle Permit Courses

Action 3 supports University of Malta students undertaking recognised motorcycle permit courses, including the 10-hour 125cc scheme and Category A motorcycle licence courses.

The maximum grant under Action 3 shall be €200 per approved application.

KSU shall contribute a maximum of 80% of the eligible course cost, up to the maximum grant of €200. The applicant shall contribute the remaining 20%.

Action 4: Green Projects and Events

Action 4 supports individual students, groups of students and Senate-recognised student organisations undertaking sustainability-related projects and activities that benefit the University of Malta student community.

Eligible initiatives may include projects relating to:

a) Renewable energy;
b) Waste reduction, recycling and circular economy practices;
c) Sustainable transportation;
d) Biodiversity and the improvement of green spaces;
e) Water conservation;
f) Environmental education and awareness.

A total of €4,000 is allocated to Action 4, with a maximum grant of €1,000 per approved application.

KSU shall contribute a maximum of 80% of the total eligible expenditure, up to the maximum grant of €1,000. The applicant shall contribute the remaining 20%.

Allocation of Funding

A combined allocation of €16,000 is available for Actions 1, 2 and 3.
A separate allocation of €4,000 is available for Action 4.

Management of the Fund

The Fund shall be administered by KSU, with applications assessed by the KSU Green Fund Evaluation Board (hereinafter referred to as the "Board").

The Board shall consist of five voting members:

a) The KSU Finance Officer;
b) Two former KSU Executive members;

c) One student representative appointed by the KSU Executive;
d) One academic staff member from the University of Malta appointed by the KSU Executive.

The KSU Finance Officer shall have the casting vote in the event of a tie.

An independent secretary shall be appointed to record the minutes of Board meetings. The secretary shall not have voting rights.

At least four voting members must be present for the Board to take decisions.

The Board shall assess applications in accordance with these Guidelines, taking into consideration eligibility, suitability and available funding.

The Board may request additional information or supporting documentation where necessary.

The Board reserves the right to approve or reject applications. All decisions shall be final.

KSU reserves the right to suspend or discontinue the Fund where necessary. Any remaining funds may be carried forward or reallocated as determined by the KSU Executive.

If the total amount of funding requested by eligible applicants exceeds the Fund's available budget, the Board reserves the right to reduce the grants awarded proportionately to ensure a fair and equitable distribution of the available funds.

Any proportional reduction shall be applied separately to the combined allocation for Actions 1–3 and the allocation for Action 4.

Section B: Information for Applicants

Application and Evaluation Process

All applications shall be submitted online through the official KSU website.
The KSU Finance Officer shall review each application to ensure that it meets the eligibility criteria and includes the required documentation.

Eligible applications shall be forwarded to the Evaluation Board for assessment.

The Board may request additional information or documentation where necessary.

Applications shall be assessed based on the following criteria:

a) Relevance of the purchase or initiative to the objectives of the Green Fund;
b) Eligibility of the expenses claimed;
c) Quality and completeness of the application;
d) Supporting documentation and justification of the expenses claimed;
e) Expected environmental benefit and sustainability impact, where applicable.

For Action 4, priority may be given to initiatives that improve sustainability and green practices on the University of Malta campus and directly benefit students.

The Board shall determine the amount of funding awarded to each successful applicant, subject to the applicable maximum grant and available budget.

All applicants shall be informed of the outcome of their application in writing.

All decisions taken by the Board shall be final and shall not be subject to appeal.

The application period shall close on 28 February 2027, unless the allocated funds are exhausted earlier.

All applications received shall be reviewed and assessed by the Evaluation Board during March 2027.

Applicants shall be informed of the outcome of their applications following the evaluation process.

Payments to successful applicants shall be processed and issued by 31 March 2027, subject to the submission of all required application-stage documentation.

Payments made in advance of an initiative shall be subject to final expense verification in accordance with Section 7.3. Any excess funding must be returned to KSU.

Eligibility Criteria

For Actions 1, 2 and 3, applicants must:

a) Be registered as full-time or part-time students at the University of Malta;
b) Hold a valid KSU online account;
c) Submit all required documentation;
d) Not have received funding for the same expense from KSU or another student organisation.

For Action 4, eligible applicants include:

a) Individual University of Malta students holding a valid KSU online account;
b) Groups of University of Malta students holding valid KSU online accounts;
c) Senate-recognised student organisations at the University of Malta.

Applicants under Action 4 must submit all required documentation and must not have received funding for the same expense from KSU or another student organisation.

Eligible Activities

Purchases and initiatives supported by the Fund must be in line with its sustainability objectives.

Action 4 projects must be non-profit-making and primarily targeted at University of Malta students.

Action 4 initiatives should demonstrate clear environmental objectives, sustainability and a positive impact on the student community.

All purchases and initiatives must take place, or have taken place, during the academic year 2026/2027, between 28 September 2026 and 24 September 2027.

Successful applicants under Action 4 must keep the KSU Finance Officer and KSU President informed of the progress of their approved initiatives, where applicable.

Exclusion Criteria

Applications shall not be eligible for funding if:

a) The same purchase, initiative or expense has already received funding from KSU, another student organisation, the Government or the European Union;
b) The applicant intends to resell items purchased through the Fund;
c) The initiative is intended to generate a profit;
d) The initiative does not demonstrate sufficient environmental or sustainability relevance;

e) The applicant has outstanding financial or administrative obligations towards KSU;
f) The applicant fails to meet the eligibility requirements or submit the necessary documentation;
g) The applicant provides false or incomplete information or fails to declare other sources of funding.

Application Requirements and Financial Verification

All applicants must submit the following documents:

a) A completed online application form;
b) Proof of University of Malta student status or Senate recognition, as applicable;
c) Proof of holding a valid KSU online account, where applicable;
d) A description of the purchase or initiative;
e) Relevant quotations, invoices, receipts or other supporting documents;
f) A declaration confirming that the information provided is accurate.

Additional Requirements

Applicants under Action 1 must also submit:

a) A valid fiscal receipt for the purchased bicycle, pedelec, electric scooter or kick scooter;
b) A valid warranty certificate, where applicable;
c) A copy of the vehicle logbook, where applicable.

Applicants under Action 2 must submit a valid fiscal receipt for the purchased helmet.

Applicants under Action 3 must submit:

a) A valid fiscal receipt confirming payment of the course fee;
b) A valid certificate confirming completion of the course.

Applicants under Action 4 must submit:

a) A description of the proposed initiative;
b) A detailed budget outlining expected income and expenditure;
c) Details of the applicant's 20% co-financing contribution;
d) A marketing or promotional plan, where applicable;
e) A maintenance or sustainability plan, where applicable;
f) Relevant permits or approvals, where required;
g) Letters of support, where applicable;
h) Relevant quotations, invoices, fiscal receipts or other supporting documents.

Applicants under Action 4 whose initiatives have not yet taken place may submit quotations or estimated costs to support their funding request.

All applicants must declare any additional funding or sponsorship received or secured for the same purchase or initiative, including the amount and source.

Final Expense Verification

For Actions 1, 2 and 3, grants shall be paid following verification of the required fiscal receipts and supporting documentation.

For Action 4, successful applicants must submit a final income-and-expenditure statement, together with relevant invoices and fiscal receipts, within 30 days of completing their initiative.

The KSU Finance Officer shall review the submitted documents to verify the actual eligible expenditure.

The final KSU contribution under each action shall not exceed:

a) 80% of actual eligible expenditure;
b) The amount originally approved by the Board;

c) The applicable maximum grant specified in Section 2.

The lowest of these amounts shall apply.

Where the amount already paid by KSU exceeds the final eligible contribution, the applicant must return the difference within 30 days of receiving written notification from KSU.

Any increase in actual costs shall not result in an increase in the grant originally approved.

KSU reserves the right to request additional financial documentation where necessary.

Applicants who fail to submit the required documentation, provide inaccurate financial information or fail to return excess funding may be required to repay the grant and may be excluded from future KSU funding opportunities.

Submission of Applications

All applications and supporting documents must be submitted through the official KSU online application portal.

Supporting documents should be submitted in PDF format wherever possible.

Applications shall be accepted from 29 October 2026 until 28 February 2027, or until the allocated funds are exhausted, whichever occurs first.

Applications submitted after the closing date shall not be accepted.