ALLOCATION MODEL FOR THE OPERATING GRANTS

This document guides the allocation of operating grants to HYY's organisations, defines the criteria for allocating the grants and determines the maximum changes in and minimum amounts of the grants.

MAXIMUM CHANGES IN AND MINIMUM AMOUNTS OF THE OPERATING GRANTS

An organisation's grant cannot increase or decrease by over 35 per cent. This rule does not apply to organisations that have been accepted to operate under HYY a maximum of 3 years ago. The amount of grant is compared to the grant awarded the previous year. If an organisation has not received a grant from HYY the previous year, the grant is compared to the last awarded grant up to three years back. If a longer time has passed since the organisation has received a grant, the organisation will be treated as a new organisation. Each allocation group must enter feedback for the organisation into TAHLO, so that it is clear how the organisation's grant was formed and why it has increased or decreased.

The initial amount of grant paid to new organisations is 100 euros. An organisation's grant may increase by more than the limit of 35 percent for up to three years from the organisation having been accepted to operate under HYY.

The smallest amount of grant paid at all is 50 euros. If an organisation's total score does not entitle it to receive a larger grant than 50 euros, no grant will be paid.

If changes have been made to the total amount of operating grants awarded, the same percentual share will be added to or subtracted from the organisation's last year's grant before the comparison is made.

The Financial Committee may use its discretion in individual cases when it considers the situation to be exceptional. This applies to new organisations, for instance. The Financial Committee must provide justifications for exceptional cases.

QUANTITATIVE CRITERIA (40 POINTS)

Number of members (30 points)

The member register acts as the basis for the number of members, and the Financial Committee may request the register for inspection in unclear cases. If the number of members is based on something other than the register, such as an email list, a multiplier of 0.5 is used (number of members * 0.5). A minimum of half of the organisation's members must be HYY's members, with a minimum of 10 members of HYY in total. **Only those members of the organisation who are also members of HYY** are counted towards the number of members.

The number of the organisation's members is compared to the largest or nearly largest organisation of its category in a way that retains a reasonably even distribution of points throughout the category by preventing the largest couple of organisations from skewing the distribution too much. If the number of members used as the point of comparison is nearly the largest, the numbers of members that are greater than this are considered the same as the number used as the point of comparison.

Number of events (10 points)

In this document, events refer to activities that are organised by the organisation itself and that members can participate in or that otherwise help realise the organisation's purpose. Events organised in cooperation with other organisations are included in the number of events. When calculating the number of events, a distinction is made between administrative events and meetings on the one hand and events aimed at the organisation's members on the other Administrative events and meetings are considered worth half an event when calculating the number of events. The minimum number of participants for an event to count towards the total number of events is 4 people.

The total number of events is compared to the largest or nearly largest organisation of its category in a way that retains a reasonably even distribution of points throughout the category by preventing the largest couple of organisations from skewing the distribution too much.

Number of participants (10 points)

In this document, events refer to activities that are organised by the organisation itself and that members can participate in or that otherwise help realise the purpose of the organisation. The number of participants in events organised in cooperation with other organisations is included in the number of participants for all organising parties. If the event is a part of another event (e.g. a Fresher Adventure checkpoint), the number of participants is calculated based on the number of people at the checkpoint who are involved in hosting the checkpoint. When calculating the number of participants, a distinction is made between administrative events and meetings on the one hand and events aimed at the members of the organisation on the other. Administrative events are not taken into account when calculating the number of participants. The minimum number of participants for an event to count towards the total number of participants is 4 people.

The information on the number of participants is collected by first sorting the organisations' events into the following categories based on the number of participants: 4–10; 11–20; 21–40; 41–60; 61–80; 81–100; 101–150; 151–200; 200+. To get the imputed number of participants, the number of events in each category is multiplied by the middle value of that category.

The total number of participants in an organisation's events is divided by the organisation's number of members and then compared to the largest or nearly largest organisation of its category in a way that retains a reasonably even distribution of points throughout the category by preventing the largest couple of organisations from skewing the distribution too much.

QUALITATIVE CRITERIA (48 POINTS)

<u>1. Documents (5 points)</u>

1.1.	Is the balance sheet accurate? **1 p**
1.2.	Do the financial documents (budget, income statement, balance sheet) include a comparison to the previous accounting period? (0 p if none do, 1 p if only some do, 2 p if all do) **1 p**
1.3.	Has the performance audit report been signed? **1 p** (If not, there must be an acceptable explanation for this.)
1.5.	Has data protection been taken into account in the organisation's activities in the form of a privacy statement or privacy policy? **2 p**

If any of the following documents is not submitted without an acceptable reason, no points are awarded for section 1:

● Budget
● Income statement
● Balance sheet
● Signed performance audit report

Quality and diversity of activities

<u>2. Equality and safety (9 points)</u>

2.1.	Does the organisation have someone in charge of equality (person in charge of equality, harassment contact person or similar) or some other party appointed for the task (e.g. equality team)? **1 p**
2.2.	Does the organisation have principles of safe space or a similar document in use? **2 p**

2.3. Is there a person in charge of safety at events? **2 p**

2.4. Does the organisation have a form on problem situations, equality or something similar in use to allow people to submit anonymous feedback concerning equality or safety? Can the form or a link to it be found in the annual report? Is the form multilingual? **3 p**
(3 p if all exist, 0 p if something is missing)

2.5. Does the organisation have an equality plan or a similar document either as a separate document or as part of its action plan? **2 p**

3. Communication and transparency (7 points)

3.1. Are the agendas and minutes of the organisation's board's and association's meetings accessible to members without the need to separately request them (e.g. in a folder or email list)? **1 p**

3.2. Are board meetings open to individual members or the members of member organisations by default or has the openness of meetings been ensured in some other way? **1 p**

3.3. Does the organisation communicate in at least one other channel than social media (e.g. email or website)? **1 p**

3.4. Does the organisation plan its communication in its action plan, communication plan or similar document, and does it have a regular, at least monthly newsletter during academic terms? **2 p**
(0 p if none, 1 p if only one, 2 p if both)

3.5. Does the organisation communicate about events and its operation in at least two different languages (Finnish, Swedish, English or some other language used by the organisation)? **2 p**

4. Orderliness, development of operations and feedback (5 points)

4.1.   Do documents reflect on the successes and things to develop in the organisation's operations, and are its activities planned on a time frame of over one year? **1 p**

4.2.   Does the organisation collect feedback on its activities, and does it develop its operations based on the feedback? **2 p**
(0 points if operations are not developed based on the feedback)

4.3.   Does the organisation systematically provide its volunteers with training/orientation for their tasks? **1 p** (You must describe how this is done / what kind of practices are used.)

4.4.   Are there written instructions / job descriptions / testaments on the duties of the different members of the board, and are these updated? **1 p**

5. Physical and remote events (4 points)

5.1.   Are events organised every month during academic terms? **1 p**

5.2.   Are different kinds of events organised? (You must list different types of events.) **1–3 p** (1 p for two types, 2 p for three and 3 p for four)

      5.2.a.   Non-alcoholic hangouts and parties

      5.2.b.   Other hangouts and parties

      5.2.c.   Study-related events, such as seminars

      5.2.d.   Career-related events, such as excursions

      5.2.e.   Culture events

      5.2.f.   Study trips

      5.2.g.   Sport and wellbeing events

      5.2.h.   Religious and spiritual events

      5.2.i.   Societal and non-profit events (e.g. charity)

      5.2.j.   Collaborative events (e.g. crossdisciplinary events or events organised in cooperation with another party)

      5.2.k.   Other events (this item may include several types of events that count towards the points)

6. Recruitment of members and activities for new members (3 points)

6.1.   Do you have activities aimed at new members or volunteers? **1 p**
6.2.   Does the organisation have activities for new members or volunteers during both the autumn and spring terms? **1 p**
6.3.   Does the organisation collect the student numbers of its new members into its list of members? **1 p** (If the organisation has organisations as members, the point is awarded to it.)

7. Sustainable development (5 points)

7.1.   Does the organisation have a person in charge of the environment? **1 p**
7.2.   Does the organisation have an environmental plan or a similar document, and does it monitor its realisation? **2 p**
7.3.   Does the organisation take the environment into account in a concrete manner? **1 p**
           In one of the following ways, for instance:
- Favouring vegetarian food
- Minimising food waste
- Avoiding the use of paper
- Recycling
- Favouring public transport
- Communicating about environmentally friendly travel options
- Some other measure than those mentioned above (this item may include several different measures that count towards the points)

7.4.   Does the organisation take social sustainability into account in a concrete manner? **1 p**
           In one of the following ways, for instance:
- Charity
- Participation in demonstrations or marches
- Favouring fair trade products in acquisitions
- Awarding honours related to the subject

- Study grants
- Student apartments
- Some other measure not mentioned above

8. Wellbeing of volunteers / looking after people involved in the organisation's activities (8 points)

8.1.	Does the action plan pay attention to the wellbeing of people involved in the organisation's activities? **2 p**
8.2.	Does the annual report include planned and realised measures that were taken to increase the wellbeing of people involved in the organisation's activities and that are part of its ordinary operations (e.g. discussions on coping)? **2 p**
8.3.	Does the annual report include realised measures that were taken to increase the wellbeing of people involved in the organisation's activities and that are not part of its ordinary operations (e.g. recreational events)? **2 p**
8.4.	Is group formation among the board or volunteers encouraged, and do they receive thanks (1 p if one of the two, 2 p if both) **2 p**

9. Internationality and taking international students into account (**5** points)

9.1.	Does the organisation try to take international students into account in other ways than through multilingual communication? **3 p**
9.2	Does the organisation support the internationalisation of its members (through e.g. international cooperation, participation in events abroad, information events on exchange, study trips, etc.) **2 p**

10. Participation in the HYY community (3 points)

10.1.	Does the organisation participate in the Fresher Adventure? **1 p**
10.2.	Does the organisation participate in training events organised by HYY (e.g. Tuning Day or other thematic training events organised by HYY)? **1 p**

10.3.   Does the organisation inform its members about HYY's Representative Council elections or HYY's other events and campaigns? **1 p**

CRITERIA FOR SPECIFIC ORGANISATION CATEGORIES (6–11 POINTS)

<u>Subject and faculty organisations (11 points)</u>

1.   Does the organisation fulfil one of the following? **1 p**
    a)   Does the organisation have activities that support studies (e.g. study circles, training on study techniques, mentoring, exam archives, support courses or similar)?
    b)   Does the organisation support the people of its member organisations or organise cooperation between the organisations (through e.g. meetings for the people, cooperation organs)?

2.   Does the organisation have regular face-to-face contacts with the personnel of the faculty or subject (e.g. a coffee hour with the subject/department or some other hangout event)? **1 p**

3.   Does the organisation keep in contact with the student representatives in administration? **1 p**

4.   Does the organisation participate in the faculty's organisations' cooperation on advocacy work, and does it report on it? (If it is the only organisation in the faculty, does it conduct any advocacy work at all and report on it?) **2 p**

5.   Does the organisation conduct cross-disciplinary cooperation on recreational matters with other subject or faculty organisations? The organisations must be from different degree programmes. **1 p**

6.   Does the organisation organise diverse fresher activities? (See the previous event categorisation; at least two of the categories must be fulfilled.) **1 p**

7.   Does the organisation keep in contact with the tutors of the subject, or does it have a person in charge of freshers or tutors, for instance? **1 p**

8. Does the organisation organise alumni activities or cooperate with alumni? **1 p**
9. Does the organisation organise career events or activities that support its members finding employment (e.g. events, excursions)? **1 p**
10. Does the organisation participate in the orientation for international students? **1 p**

Student nations (9 points)

1. Does the nation have weekly recurring activities during academic terms? **1 p**
2. Does the nation organise activities that support studies (e.g. seminars, thesis circles)? **1 p**
3. Does the nation organise diverse fresher activities? See the previous event categorisation; at least two of the categories must be fulfilled. **1 p**
4. Does the nation organise tutor activities? **1 p**
5. Does the nation organise alumni activities or cooperate with alumni? **1 p**
6. Does the nation organise activities for the residents of its area of origin (e.g. information events for senior students of general upper secondary schools or similar)? **1 p**
7. Does the nation organise activities aimed at all student nation members? **1 p**
8. Does the nation organise activities in cooperation with other Finnish organisations? **1 p**
9. Does the nation cooperate with foreign organisations? **1 p**

Culture organisations (6 points)

1. Does the organisation have regular rehearsals? (An infrequent but regular rhythm is enough for small organisations, and the spexes' half-year-long rehearsal season is also ok.) **1 p**
2. Does the organisation provide its members with opportunities to develop themselves (e.g. song practice, training, etc)? **1 p**

3. Does the organisation organise hobby activities outside major productions? **1 p**

4. Is communality among the members supported by means outside the organisation's actual purpose? (E.g. does the tuba club go skiing or have a pint after rehearsals?) **1 p**

5. Does the organisation communicate about entrance exams or auditions or other opportunities to join the activities in several channels? **1 p**

6. Does the organisation communicate and cooperate with other organisations than just culture organisations? **1 p**

Others (6 points)

1. Does the organisation organise courses introducing new and potential members or volunteers to its activities, such as training events or other events where people can get to know each other? **1 p**

2. Does the organisation provide its members with opportunities to develop as a practiser of the organisation's activities by, for instance, organising courses, competitions or training events that provide a deeper understanding of the field? **1 p**

3. Does the organisation have member services, benefits or other resources meant for its members? **1 p**

4. Is communality among the organisation's members supported by means outside the organisation's actual purpose? **1 p**

5. Does the organisation cooperate with other organisations operating in the same field? **1 p**

6. Does the organisation display its activities to members of the University community by participating in organisation fairs, advertising itself to HYY's other organisations or distributing advertisements, for instance (e.g. the Opening Carnival as the biggest event)? **1 p**