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APPLICATION PERIOD FOR OPERATING
GRANTS AND NECESSARY ATTACHMENTS
IN 2024

Financial Committee 12.12.2023

TERMS AND CONDITIONS OF OPERATING GRANTS, APPLICATION PERIOD AND NECESSARY ATTACHMENTS IN 2024

HYY supports the activities of organisations within its district with an annual operating grant. The Board of the Student Union grants the grants on the proposal of the Financial Board, and part of the operating grant appropriation may also not be distributed.

In order to apply for an operating grant, organisations operating within HYY must fill in an electronic application form and return the necessary attachments via the form by Monday 29.2.2024 at 16.00 or by email to the organisation specialist before the deadline. The application form will be opened for filling in on 31.1.2024.

The electronic application form for operating grants can be filled in until 29.2.2024 at 16.00.

The necessary attachments to the application are as follows:

- Budget 2024
- Action plan 2024
- Income statement 2023
- Balance sheet 2023
- Signed financial or performance audit report 2023
- Annual report 2023
- Action calendar 2023

In addition, organisations can submit the following documents:

- Non-discrimination plan (or equivalent document)



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- Safe space principles (or equivalent document)
- Environmental plan (or equivalent document)
- Tietosuojaseloste

The appendices to the application can be supplemented until 31.5.2024, but at least a preliminary attachment, such as a document not approved at the annual meeting, must be submitted for all the documents mentioned by 29.2.2024 at 4.00 p.m. and a reasoned written explanation of why the document cannot be submitted by the deadline (with the exception of the financial or performance audit report, for which a written explanation is sufficient).

The operating grant will not be paid to the organisation until all the necessary attachments in their final form have been submitted to the Student Union. The last disbursement of grants for 2024 will take place in October 2024.



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GRANTING OF ADVANCES ON OPERATING GRANTS

The decision to award operating subsidies is often not made until the beginning of April. The financial situation of organisations that have applied for a grant has been alleviated by granting a part of the operating grant to organisations that have filled in the application properly before the processing of the applications has ended.

An organisation may receive an advance on an operating grant if it has been awarded an operating grant of at least EUR 170 in the previous year and submits the necessary appendices by the due date. The amount of the advance is 1/3 of the previous year's operating grant.

The annexes required for payment of the advance shall be as follows:

- Budget 2024
- Action plan 2024
- Signed Annual Report 2023

Advances on operating grants are automatically awarded to organisations that fill in the online application form and submit the necessary attachments by the deadline for applying for operating grants. The advance will be paid during March.

The total amount of the operating grant will be paid when all the necessary appendices in the application process have been submitted to the Student Union in their final form. If the organisation does not submit the attachments by 31.5.2024, the advance paid will be recovered.



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CONDITIONS FOR AWARDING AND USING OPERATING GRANTS

1. The applicant's activities, operating principles and funding plans are such that they can be approved by the Student Union. The organisation's operating methods do not conflict with HYY's goals or equality plan.
2. The activities of the assisted organisation are mainly targeted at HYY's members. The organisation must take care of appropriate membership records and, at HYY's request, provide a register of its members who are also members of HYY.
3. Organisations receiving grants may not redistribute the funds received as personal contributions to their members. The allowance may not be used to pay salaries or emoluments.
4. The award of grants is primarily based on the activities of the organisation. In addition, the organisation's membership base, the systematic nature of financial management, the need for support and the supervision of the use of grants awarded by HYY in previous years are taken into account.
5. As a rule, the organisation's own fundraising is also required in order to receive an operating grant (for example, in the form of a membership fee). As a rule, the organisation's own fundraising does not have a negative impact on the grant.
6. The organisation does not have to be an association registered in the register of associations of the Finnish Patent and Registration Office.
7. The operating grant application is filled in the application form and the appendices to the application are submitted to the Student Union by the deadline set by the Financial Board. An application from an organisation that has not completed the electronic form will not be processed. All appendices, with the exception of the financial or performance audit report, must be submitted with at least a preliminary appendix and a reasoned written explanation of why the document cannot be submitted by the deadline. The final annexes shall be submitted immediately upon completion. If preliminary annexes are not submitted, the amount of the grant may be reduced or not granted at all on this basis.



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8. The final appendices to the previous year's operating grant application must be submitted by the date set for the current year's application for operating grants in order for the organisation to be eligible for an operating grant for the current year.
 - 8.1. Representative Council political organisations that do not comply with the above. have not submitted the final appendices to the operating grant application within the target time, documentation of what HYY's support has been used for must be submitted by the end of the year.
9. The Student Union's receivables from the organisation in question are deducted from the subsidy granted to the organisation.
10. A grant may be demanded to be returned in whole or in part if it is used for a purpose other than that applied for, if the conditions set for it are not met, or if the applicant has given HYY incorrect information or otherwise misled the Student Union. Before demanding the return of the grant, HYY requests a report on the suspected misconduct from the organisation. The decision on the return of the subsidy is made by HYY's Financial Board, whose decision can be appealed to HYY's Board within 14 days of the decision being issued.
11. The Board of the Student Union has the right to have the beneficiary's entire spending audited, for which purpose the recipient is obliged to present all relevant documents and assist in their verification.