



1 (23)

Operating grant allocation model for 2024

Financial Committee 11/24 (12.12.2023)

OPERATING GRANT ALLOCATION MODEL FOR 2024

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



2 (23)

Operating grant allocation model for 2024

Financial Committee 11/24 (12.12.2023)

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
MAXIMUM AMENDMENTS AND MINIMUM AMOUNTS OF OPERATING GRANTS	3
1. QUANTITATIVE CRITERIA (50 POINTS)	5
1.1. NUMBER OF MEMBERS (15 P)	5
1.2. NUMBER OF EVENTS (10 P)	5
1.3. NUMBER OF PARTICIPANTS (15 P).....	6
1.4. WEALTH (10 P)	6
2. QUALITATIVE CRITERIA (58 POINTS).....	7
2.1. DOCUMENTS (5 P)	7
2.2. EQUALITY AND SAFETY (9 P)	7
2.3. COMMUNICATION AND TRANSPARENCY (5P).....	8
2.4. PLANNING, DEVELOPMENT OF OPERATIONS AND FEEDBACK (6P)	9
2.5. EVENTS (4P)	9
2.6. RECRUITMENT OF MEMBERS AND ACTIVITIES OF NEW MEMBERS (3P).....	10
2.7. SUSTAINABILITY (7P).....	10
2.8. COPING AND TAKING CARE OF OPERATORS (8P).....	11
2.9. INTERNATIONALITY AND CONSIDERATION OF INTERNATIONAL STUDENTS (6P).....	11
2.10. PARTICIPATION IN THE HYY COMMUNITY (5P)	12
3. ORGANISATION CATEGORY-SPECIFIC CRITERIA	12
3.1. SUBJECT AND FACULTY ASSOCIATIONS (12P).....	12
3.2. STUDENT UNIONS (9P)	14
3.3. CULTURAL ORGANISATIONS (6P)	15
3.4. OTHER ORGANIZATIONS (6P).....	16
4. ORGANISATIONAL JOURNAL SECTION OF THE OPERATING GRANT (8 POINTS)	18
ATTACHMENTS.....	19
ANNEX I – STEPS TO THE NUMBER OF MEMBERS	20
ANNEX II – STEPS TO EVENT DESTINATION POINTS	21
ANNEX III – STEPS AT THE POINTS OF ENTRY	22
ANNEX IV – MAGNITUDE OF EVENTS.....	23



3 (23)

Operating grant allocation model for 2024

Financial Committee 11/24 (12.12.2023)

MAXIMUM AMENDMENTS AND MINIMUM AMOUNTS OF OPERATING GRANTS

Support for the organization can neither rise nor fall above 35%. This rule does not apply to organisations that have been accepted to operate under HYY during the previous three years. The amount of grant is compared with the grant awarded the previous year. If the organisation has not received a grant in the previous year, the comparison with the previous grant is made up to three years back. If a longer time has passed since the organization has received a grant, the organization will be treated like a new organisation.

The initial grant paid to new organisations is 100 €. For a maximum of three years from the organisation's acceptance to operate under HYY, the grant may grow beyond the 35% limit.

The minimum grant to be paid is 50 €. If the total number of points received by the organisation does not entitle the organisation to a grant amount of 50€ or more, the grant will not be paid at all.

If changes have been made to the total amount of operating grants, the same percentage of the organisation's support for the previous year is added or subtracted before comparison.



4 (23)

Operating grant allocation model for 2024

Financial Committee 11/24 (12.12.2023)

The Financial Board may use case-by-case consideration in exceptional cases, for example in the case of new organisations. The Financial Board shall justify exceptional cases.



5 (23)

Operating grant allocation model for 2024

Financial Committee 11/24 (12.12.2023)

1. QUANTITATIVE CRITERIA (50 POINTS)

The points of the quantitative criteria are calculated in accordance with the values of the previous year. The previous year's values of the criterion are divided into ten steps. The threshold value of the step shall be set to the lowest value of the step. The organisation receives points according to the level at which the declared criterion value is placed. The threshold values for the steps are indicated in Appendices I to III.

1.1. Number of members (15 p)

If the number of members is based on a membership register, the financial board may, if necessary, request to see the register. If the number of members is based on something other than a register, such as an email list, the indicated number of members is divided by two. At least half of the organisation's members must be members of HYY, and there has to be at least 10 members in total. **When calculating the number of members, only those members of the organisation who are members of HYY are taken into account.**

The steps for the membership points for 2024 can be found in Appendix I.

1.2. Number of events (10 p)

In this document, an event refers to an activity organised by the organisation itself in which members can participate or which otherwise fulfils the purpose of the organisation. Events organised together with other organisations are included in



6 (23)

Operating grant allocation model for 2024

Financial Committee 11/24 (12.12.2023)

the number of events. When calculating the number of events, a distinction is made between administrative events and meetings, as well as events aimed at members of organisations. Administrative events and appointments are counted as half transactions. An event counted towards the number of events must be attended by at least four (4) people.

The steps for the 2024 event amount points can be found in Appendix II.

1.3. Number of participants (15 p)

The number of participants is calculated based on the number of events announced. Events are collected by order of magnitude categories, and the number of participants according to the category is given for each event. The orders of magnitude and the calculated number of participants can be found in Appendix IV.

The steps for the 2024 number of participants can be found in Appendix III.

1.4. Wealth (10 p)

The assets of the organization are estimated according to the total expenditure of the previous completed financial statement. Assets have not been assessed in the operating grant allocation model before 2024, so it has not been possible to define steps for the criterion in advance, but they will be determined by category according to the reported total expenditure. The steps are defined so that the 10% of organizations in their category who report the lowest consumption receive 10 points, the next 10% receive 9 points, and so on. The top 10% of organizations in the category receive 0 points for the criterion.



7 (23)

Operating grant allocation model for 2024

Financial Board meeting 11/24 (12.12.2023)

2. QUALITATIVE CRITERIA (58 POINTS)

2.1. Documents (5 p)

2.1.1. Is the balance sheet balanced? (1 p)

2.1.2. Do the financial documents (budget, income statement, balance sheet) contain comparative information for the previous financial year? (1 p)

2.1.3. Has the performance audit report been signed? (1 p)

2.1.4. Has data protection been taken into account in the organisation's activities in the form of a privacy policy or register description? (2 p)

2.2. Equality and safety (9 p)

2.2.1. Does the organisation have a person responsible for equality (equality officer, equality officer, harassment contact person, etc.) or a party (e.g. equality team)? (1 p)

2.2.2. Does the organisation have safe space principles or other similar documents? (2 p)

2.2.3. Is there a person responsible for safety at the organisation's events? (2 p)

2.2.4. Does the organisation have a problem or equality form, through which anonymous feedback on equality or safety can be given? (2 p)



8 (23)

Operating grant allocation model for 2024

Financial Board meeting 11/24 (12.12.2023)

2.2.5. Is the form multilingual? (1 p)

2.2.6. Does the organisation have an equality plan, etc. individually or as part of an action plan? (1 p)

2.3. Communication and transparency (5p)

2.3.1. Are the agendas and minutes of the organisation's board and association meetings available to members without separate requests (e.g. folder or mailing list)? (1 p)

2.3.2. As a rule, are Board meetings open to individual members or members of member organisations, or has the transparency of the meetings been ensured in other ways? (1 p)

2.3.3. Does the organisation communicate regularly not only through social media but also through at least one other channel (e.g. email or website)? (1 p)

2.3.4. Does the organisation plan its communications, for example, in an action plan or communication plan? (1 p)

2.3.5. Does the organisation have regular communication during semesters? (1 p)

2.3.6. Are events and the organisation's activities communicated in at least two different languages? (Finnish, Swedish, English or other language used by the organisation) (1 p)



2.4. Planning, development of operations and feedback (6p)

- 2.4.1. Do the documents reflect on the successes and development targets of the operations and are the activities planned over a period of more than a year? (1 p)
- 2.4.2. Does the organisation collect feedback on its activities and are operations developed based on the feedback? (2 p)
- 2.4.3. Does the organisation systematically train/familiarise its actors with its tasks? (1 p)
- 2.4.4. Does the organisation train its relevant actors and are there written instructions/role descriptions/wills on their duties and responsibilities and are they updated? (2 p)

2.5. Events (4p)

- 2.5.1. Are there events every month during semesters? (1 p)
- 2.5.2. How many of the following types of events are held each year? (max. 3 p)
- a) non-alcoholic evenings and parties
 - b) Other evenings and parties
 - c) study-related events, such as seminars
 - d) Work-related events, such as excursions
 - e) Cultural events
 - f) Study trips
 - g) Sports and well-being events



10 (23)

Operating grant allocation model for 2024

Financial Board meeting 11/24 (12.12.2023)

- h) Religious or spiritual events
- i) social and non-profit events (e.g. charity)
- j) collaborative events (e.g. interdisciplinary or organised with another party)
- k) Other events (may include more than one qualifying event)

2.6. Recruitment of members and activities of new members (3p)

2.6.1. Are there activities for new members or actors? (2 p)

2.6.2. Does the organisation have activities for new members or actors in both the autumn and spring semesters? (1 p)

2.7. Sustainability (7p)

2.7.1. Does the organisation have an environmental officer? (1 p)

2.7.2. Does the organisation have an environmental plan, etc. And does the organization monitor its implementation? (2 p)

2.7.3. Does the organisation take the environment into account in a concrete way? E.g. one of the following (max. 3 p)

- a) Preference for vegetarian food
- b) minimizing food waste
- c) Avoid using paper
- d) recycling
- e) favouring the public
- f) Communicating environmentally friendly travel options
- g) Means other than those mentioned above



11 (23)

Operating grant allocation model for 2024

Financial Board meeting 11/24 (12.12.2023)

2.7.4. Does the organisation take social sustainability into account in a concrete way? E.g. one of the following. (1 p)

- a) charity
- b) participation in demonstrations or marches,
- c) Favouring Fairtrade products in procurement,
- d) Share related accolades
- e) Study scholarships
- f) Student housing
- g) or other means than those mentioned above

2.8. Coping and taking care of operators (8p)

2.8.1. Does the organisation pay attention to the coping of the actors? (e.g. coping discussions or recreation) (6 p)

2.8.2. Is there team building and thank you events for all actors? (2 p)

2.9. Internationality and consideration of international students (6p)

2.9.1. Does the organisation take international students into account in other ways than multilingual communication? (4 p)

2.9.2. Does the organisation support the internationalisation of its members (eg. International cooperation, participation in events abroad, exchange info, study trips, etc.) (2 p)



12 (23)

Operating grant allocation model for 2024

Financial Board meeting 11/24 (12.12.2023)

2.10. Participation in the HYY community (5p)

2.10.1. Does the organization participate in the Freshman Adventure? (1 p)

2.10.2. Does the organisation participate in HYY's training? (For example, Tuning Day or other thematic trainings organised by HYY). (2 p)

2.10.3. Does the organisation inform its members about HYY's Representative Council elections or other HYY events and campaigns? (2 p)

3. ORGANISATION CATEGORY-SPECIFIC CRITERIA

3.1. Subject and faculty associations (12p)

3.1.1. Does either of the following options apply to the organization? (1 p)

- a) Does the organisation have activities that support studies (e.g. study groups, training providing study techniques, mentoring, exam archive, support courses, etc.)?
- b) Does it support the actors of the member organisations or organise cooperation between the organisations (meetings of operators, cooperation bodies)?

3.1.2. Does the organisation have regular face-to-face contact with the faculty or subject staff (e.g. subject/department coffee, other hangout event)? (1 p)



3.1.3. Does the organisation keep in touch with the student representatives in the administration? (1 p)

3.1.4. Does the organisation participate in and report on advocacy cooperation between faculty organisations (if the only faculty subject association, does it engage in advocacy at all and report on it)? (2 p)

3.1.5. Does the organisation engage in interdisciplinary cooperation with other subject or faculty organisations? Organizations must be from different educational programs. (1 p)

3.1.6. What freshman events represent these categories of events? (1 p)

- (a) non-alcoholic evenings and parties;
- (b) other evenings and parties;
- (c) study-related events, such as seminars;
- (d) work-related events, e.g. excursions
- (e) cultural events;
- (f) study visits;
- g) sports and well-being events
- (h) religious or spiritual events;
- (i) social events and events of general interest (e.g. charity);
- j) collaborative events (e.g. interdisciplinary or co-operational)
- k) other events



3.1.7. Does the organisation keep in touch with the tutors of the subject or does the organisation have, for example, a freshman and tutor manager? (2 p)

3.1.8. Do you organise alumni activities or collaborate with alumni? (1 p)

3.1.9. Does the organisation organise working life events or activities that support employment? (events, ecsukursions)? (1 p)

3.1.10. Does the organisation participate in the orientation of international students? (1 p)

3.2. Student nations (9p)

3.2.1. Are there weekly recurring activities during semesters? (1 p)

3.2.2. Do you organise activities that support studying? (e.g. seminars, thesis groups) (1 p)

3.2.3. What freshman events represent these categories of events? (1 p)

(a) non-alcoholic evenings and parties;

(b) other evenings and parties;

(c) study-related events, such as seminars;

(d) work-related events, e.g. excursions

(e) cultural events;

(f) study visits;

g) sports and well-being events

(h) religious or spiritual events;

(i) social events and events of general interest (e.g. charity);



- j) collaborative events (e.g. interdisciplinary or co-operational)
- k) other events

3.2.4. Do you organise tutor activities? (1 p)

3.2.5. Do you organise alumni activities or collaborate with alumni? (1 p)

3.2.6. Does the student nation organise activities for the residents of the nation's area of origin? (1 p)

3.2.7. Does the nation organize activities aimed for all student nation members? (1 p)

3.2.8. Are activities organised with other Finnish organisations? (1 p)

3.2.9. Does it cooperate with foreign organizations? (1 p)

3.2.10. Does the student union have active clubs? (1 p)

3.3. Cultural organisations (6p)

3.3.1. Does the organisation train regularly (a sparse but regular rhythm is also enough)? (1 p)

3.3.2. Does the organisation offer its members opportunities for personal development (e.g. singing lessons, trainings, etc.)? (1 p)

3.3.3. Does the organisation organise recreational activities outside of large productions? (1 p)

3.3.4. Is the community spirit of the members supported by means outside the actual purpose of the organisation? (1 p)



1b (23)

Operating grant allocation model for 2024

Financial Board meeting 11/24 (12.12.2023)

3.3.5. Are entrance tests or auditions or opportunities to participate in activities communicated through several channels? (1 p)

3.3.6. Does the organisation also communicate and cooperate with non-cultural organisations? (1 p)

3.4. Other organizations (6p)

3.4.1. Does the organisation organise introductory courses for new and potential members or actors, e.g. trainings or other introductory events? (1 p)

3.4.2. Does the organisation offer its members opportunities to develop as an operator of the organisation, e.g. organising courses, competitions or trainings that deepen knowledge of the field? (1 p)

3.4.3. Does the organization have member services, benefits, or other resources for its members? (1 p)

3.4.4. Is the community spirit of the members supported by means outside the actual purpose of the organisation? (1 p)

3.4.5. Does the organisation cooperate with other organisations? (1 p)

3.4.6. Does the organisation present its activities to the members of the university community, for example? by participating in organisation markets, advertising themselves to other HYY organisations or distributing advertisements (e.g. the opening carnival being the biggest)? (1 p)



17 (23)

Operating grant allocation model for 2024

Financial Board meeting 11/24 (12.12.2023)



18 (23)

Operating grant allocation model for 2024

Financial Board meeting 11/24 (12.12.2023)

4. ORGANISATIONAL JOURNAL SECTION OF THE OPERATING GRANT (8 POINTS)

4.1.1. Does the organisation publish an association magazine? (4 p)

4.1.2. Is the magazine published regularly and more than once a year? (4 p)



19 (23)

Operating grant allocation model for 2024

Financial Board meeting 11/24 (12.12.2023)

ATTACHMENTS

This section presents tables relevant to the determination of operating grants.



20 (23)

Operating grant allocation model for 2024

Financial Board meeting 11/24 (12.12.2023)

Annex I – Steps to the number of members

Subject and faculty associations

stair	Points	threshold
1	1,5	15
2	3	50
3	4,5	73
4	6	111
5	7,5	136
6	9	168
7	10,5	219
8	12	300
9	13,5	428
10	15	700

Cultural organizations

stair	Points	threshold
1	1,5	5
2	3	9
3	4,5	10
4	6	18
5	7,5	19
6	9	20
7	10,5	21
8	12	26
9	13,5	32
10	15	36

Fraternal

stair	Points	threshold
1	1,5	38
2	3	78
3	4,5	86
4	6	90
5	7,5	95
6	9	100
7	10,5	110
8	12	132
9	13,5	254
10	15	378

Other organizations

stair	Points	threshold
1	1,5	10
2	3	12
3	4,5	16
4	6	21
5	7,5	31
6	9	41
7	10,5	48
8	12	58
9	13,5	69
10	15	80



21 (23)

Operating grant allocation model for 2024

Financial Board meeting 11/24 (12.12.2023)

Annex II – Steps to event destination points

Subject and faculty associations

stair	Points	threshold
1	1	0
2	2	12
3	3	19
4	4	22
5	5	28
6	6	33
7	7	37
8	8	50
9	9	67
10	10	91

Cultural organizations

stair	Points	threshold
1	1	2
2	2	7
3	3	19
4	4	35
5	5	42
6	6	47
7	7	57
8	8	64
9	9	67
10	10	75

Fraternal

stair	Points	threshold
1	1	18
2	2	25
3	3	50
4	4	58
5	5	61
6	6	66
7	7	74
8	8	81
9	9	87
10	10	94

Other organizations

stair	Points	threshold
1	1	0
2	2	1
3	3	5
4	4	7
5	5	12
6	6	19
7	7	27
8	8	42
9	9	55
10	10	84



22 (23)

Operating grant allocation model for 2024

Financial Board meeting 11/24 (12.12.2023)

Annex III – Steps at the points of entry

Subject and faculty associations

stair	Points	threshold
1	1,5	0,000
2	3	1,411
3	4,5	2,190
4	6	2,867
5	7,5	3,705
6	9	4,955
7	10,5	6,290
8	12	8,090
9	13,5	9,743
10	15	14,750

Cultural organizations

stair	Points	threshold
1	1,5	0,424
2	3	2,156
3	4,5	2,482
4	6	2,712
5	7,5	6,571
6	9	12,6
7	10,5	17,386
8	12	19,308
9	13,5	21,591
10	15	32,66

Fraternal

stair	Points	threshold
1	1,5	0,198
2	3	2,489
3	4,5	3,831
4	6	4,57
5	7,5	6,748
6	9	7,599
7	10,5	7,984
8	12	8,9
9	13,5	9,214
10	15	10,636

Other organizations

stair	Points	threshold
1	1,5	0
2	3	0,088
3	4,5	0,3
4	6	1,211
5	7,5	1,786
6	9	2,755
7	10,5	3,333
8	12	5,655
9	13,5	8,653
10	15	14,375



23 (23)

Operating grant allocation model for 2024

Financial Board meeting 11/24 (12.12.2023)

Annex IV – Magnitude of events

Event magnitude	Calculated number of participants
4-10	5
11-20	15
21-40	30
41-60	50
61-80	70
81-100	90
101-150	125
151-200	175
200+	200