

# TERMS AND CONDITIONS FOR THE AWARDING AND USE OF PROJECT GRANTS

*This document defines the application period for the project grant and the criteria for awarding project grants.*

## GENERAL

The sum to be allocated as grants has been defined in the budget as €4,000 by the Representative Council. The main idea of the project grants has been to make it possible for organisations to realise projects they might not be able to realise without the grant. The terms and conditions for awarding project grants reflect this idea.

In addition to this, the terms of the project grant take into account that the projects should enable the participation of as large a number of people as possible, bearing in mind the size of the organisation, and that the theme of the project should be meaningful. However, parties have been excluded from receiving project grants, as has the use of the funds on alcohol in general. Details on this are available later in this document.

## APPLICATION PERIOD AND APPLICATIONS

The application period for project grants opens on 21 March and closes at 11.59 pm on 25 April.

The application must be delivered in writing, and it must adhere to the following criteria:

- Maximum length of the application is 2 A4 pages
- The application must include a tentative budget on the income and expenses of the project



2 (3)

Terms and conditions for the awarding and use of project grants

Financial Committee 23 March 2022

- The application must include mention of the organising party, the person in charge of the project and the association's account number
- The application is to be delivered by email to [jarjesto@hvy.fi](mailto:jarjesto@hvy.fi)

The application should also include the following information:

- Idea of the project: What are you planning to do in it?
- Goal: What do you aim to achieve with the project?
- Reason: Why do you want to realise the project?
- Time frame: When do you intend to realise the project? / Does it last a day / a week / some other duration?
- Division of responsibility: Who is in charge of each part of the project?
- Target: Who is the project aimed at?
- Possible cooperation: Is the project realised in cooperation with another party?

When processing the applications, evaluation on whether the organisation in question genuinely needs the grant to organise the project should be made on a case-to-case basis. (E.g. does a rich organisation actually need several hundreds of euros for a weekend seminar, or would a project being planned by a less wealthy organisation have a more acute need for the funds?) This way, we can guarantee that smaller organisations are able to organise meaningful activities, too.

## TERMS AND CONDITIONS FOR AWARDING THE GRANT

You can apply for a project grant for projects realised on 1 March 2022–28 February 2023. This means that it is possible to apply for a grant for a project that has already taken place, in other words, to apply for it retroactively. This was not considered as large a problem as the previous state of affairs, when many projects held early in the year were categorically left without grants due to the time limits.



3 (3)

**Terms and conditions for the awarding and use of project grants**

**Financial Committee 23 March 2022**

Awarding grants for study trips has previously not been customary. However, they are not categorically excluded, but assessed on a case-to-case basis. In this assessment, the relevant factors are the reach of the trip among the members and the study trip's appropriateness in general.

Flights are not supported in connection with study trips or any other projects.

Organisations that receive project grants must deliver a report on how the project went and what the funds were spent on to the specialist in organisations within three (3) months of realising the project but on 31 March 2023 at the latest. The reports have no fixed form, but they must be clear enough that the aforementioned information is easily available. In case an organisation that received a grant does not use all of it or does not submit a report on the project, the specialist in organisations has the right to collect the paid grants back in cooperation with the chief financial officer. This will be assessed on a case-to-case basis.

Should it wish to do so, the Financial Committee has the right to emphasise certain kinds of events or some other theme when awarding the grants. Possible themes are announced in the call for applications for project grants.

Grants have generally not been awarded for annually recurring events, unless the event is being changed or renewed in a substantial manner, making the awarding of a project grant justified. If this is the case, the applicants must highlight it, and overall judgement is used for these kinds of events, too.

Project grants are not awarded for the following kinds of events/projects, or if one of the criteria below is fulfilled:

- Parties
- Strong evidence that the funds would be used for alcohol
- Continuous organisational activities (e.g. website reforms)
- The grant would be used for salaries or remuneration