

## CRITERIA FOR GRANTING PROJECT FUNDING 2017

The Student Union of the University of Oulu (OYY) grants funding for projects that student organisations within the Student Union organise.

Funding can be granted for new and unique projects. The project can be an event or a longer development project. The project has to follow the association's statutory aims. The association which applies for the funding has to be committed to the values of OYY which are openness, courage, effectiveness, and sense of community.

Project funding cannot be granted for profit-making events, business activities, parties, and annual events. Funding can be granted on a discretionary basis for furniture if there are good reasons for it, such as the relocation of the association's guild room. The funding cannot be granted for the purchasing of alcohol products.

### Applying

Student organisations can apply for project funding through a form that can be found in the OYY's Society Portal (*järjestöportaali* in Finnish). All the applications must be saved into the Society Portal.

The Executive Board of the Student Union handles the applications twice a year in a board meeting. The Board decides on the application periods at the beginning of each year. An organisation can seek funding for only one project per application period. The Board can move the handling of an application to the calendar year's second application meeting if it so wishes.

Funding can be applied for both in advance and after the project has been completed. If possible, the funding is granted after the project has been completed and all the expenses involved are known. Organisations can collaborate when applying for the funding as long as all the monetary transactions regarding the project are carried out through only one organisation.

When applying beforehand, attached to the application must be a project plan, an estimation on the number of participants, a schedule of the project, and the budget for the project. The application must also explain how OYY is going to be visible in the project. The budget must display how the project is financed by the organisation itself, the amount of OYY's funding, and other possible external sources of income. A report and a financial statement must be filed after the project has been completed. This report must be filed no later than a month after the project is finished.

When applying retrospectively, the application must be filed before the end of the last application period of the calendar year. Attached to the application must be a closing report on the project and a financial statement.

### The amount of project funding

A maximum of 50 % of the funding of a project can come through OYY's funding, or no more than 400 € / project. However, this percentage can be raised up to 70 % if an organisation receives external funding. External funding includes, for example, other financial aids and sponsorship deals. OYY's project funding is not considered as external funding. The granted project funding can cover the expenses of the project that external funding does not cover.

The amount of granted funding depends on the visibility of the project and its coverage among the members of the organisation and OYY. A project can receive funding with a smaller amount of excess if the project is seen as a charity project. If the total amount of expenses is lower than what was planned beforehand, part of the funding can be claimed back.

### **Excursions**

Excursions can be funded by a maximum amount of 25 € / person or by a maximum amount of 400 €. In order to receive funding, excursions and trips must contain enough programme that is planned beforehand and that support the association's statutory activities. Annual or recurrent trips with changing destinations are not deemed to fill the criteria "new and unique project."

### **Monitoring the projects**

OYY has the right to examine accounting, spending, and other documents regarding the project. If asked, receipts of expenses must be represented. If the funding is used for other purposes than originally reported or the association has deliberately given false information, the awarded grants can be collected back and the association can be banned for a time from applying funding.

A detailed account will be asked from the association before demanding a return of the granted funding or banning the association from applying further funding. The request for the account will be sent to the persons entitled to sign for the association and an answer must be provided within 30 days. If necessary, the request will be sent by the Executive Board of the Student Union.

In 2017 the application rounds end on the 26th of March and on the 15th of October.

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