

## The Student Union of the University of Oulu's criteria for awarding activity grants 2019

The Student Union of the University of Oulu (OYY) distributes grants for the general activities of subject and interest societies operating within it once a year. In 2019, project and special grants will not be separately distributed, but instead all society grants distributed by the OYY will be handed out as activity grants. The Board of the Student Union annually decides on an application period, which in 2019 will end on the 19th of May at 11.59 pm. The grant application form must be completed within the deadline. The size of the activity grant will be based on the criteria mentioned in this document and the applying organization's activities. OYY may exercise its discretion when awarding grants.

### Associations eligible for activity grants:

Those registered associations which have reported to be operating within The Student Union of the University of Oulu are eligible for activity grants. The association must also have updated their information in the OYY's society portal during the course of the current year. If the association's turnover is over 100 000 euros, they will not be awarded any activity grants. However, the association may receive activity grants, if they state reasons for their need for a grant in the "Other" paragraph of their application.

### The criteria for receiving activity grants:

- The association will commit to OYY's values (openness, courage, effectiveness, communality)
- The association's activities and principles must be such that OYY can accept them
- The association's activities are not in conflict with OYY's strategy and the equality and non-discriminatory plan
- The association will deliver OYY's weekly newsletter to their members and OYY will be a part of the association's communication in accordance with good grant conventions (f.e. Web pages and social media)
- The association's representatives will regularly attend the society trainings arranged by OYY The association's financial manager has received training for their task and the Board of Directors is monitoring the association's financial situation
- Equality and accessibility have been taken into account in the association's events

The association's ability to meet the criteria may affect the grant amount in the following year.

### OYY's rights when awarding grants and claim for recovery

The Student Union of the University of Oulu has the right to inspect the applicant's accounting, their use of funds, and all other documents related to the matter. Receipts of

expenses must be presented if requested. Grants can be claimed for recovery and the association's right to receive grants can be taken away for a set period of time in case the association is found guilty of the following: grant money being used for purposes other than the ones mentioned in the application, giving false information in the application, and not following the criteria for applying for grants mentioned in this document. The association will always be asked for clarification for the use of grants before claiming recovery or denying the right to receive grants. The request for clarification will be sent to the association's nominees and it must be answered in written form within 30 days of the submission of the request. The clarification request will be sent by OYY Board of Directors, if needed, and the answer will also be addressed to OYY Board of Directors.

### **Determination of the grant amount**

The amount of money budgeted annually for society grants (17 750 euros in 2019) is divided into two parts according to the Board's decision: activity grants for subject societies and activity grants for interest societies. The Board decides on the division of funds into these two parts after the application period and the decision will be based on the number of applicants. The amount money awarded to one single association is determined by scoring the activities mentioned in the application. The scores of all applicants in the same category are combined and then the sum of money used for society grants will be divided using that number, resulting in "the monetary value of one single point". The systematic design of activities, financial management, the realization of previous years' fund allocation and the targeting of funds are assessed separately for each applicant. The association will be informed of any grant decisions.

The activities evaluated in the application and their objectives:

#### **Association communications:**

OYY encourages associations to communicate openly and actively about their activities.

#### **Development of associations:**

OYY wants to support associations operating within It in development work.

#### **Co-operation:**

OYY encourages associations operating within it to co-operate (interdisciplinary collaboration and also collaboration between subject and interest societies) with each other.

#### **Internationality:**

OYY expects that the associations communicate with international students and arrange activities for them as well (this includes both exchange students and degree students). We will take those degree programs that have no international students in them into consideration in the scoring of the applications.

#### **Advocacy (subject societies):**

OYY expects that the associations operating within it to actively participate in the supervision of students' interests.

#### **Alumni and working life activities (subject societies):**

OYY encourages associations operating within it into alumni and working life activities.

**Openness and access to activities:**

OYY requires interest societies operating within it to provide activities that are open and easily accessible to all OYY's members.

**Special activities (interest societies):**

OYY wants to support culturally significant activities taking place within it

**Projects:**

OYY wants to encourage associations operating within it to realize new unique projects

**APPLICATION**

The application period in 2019 is between the 24th of April and the 19th of May (11.59 pm). The hyperlink to the application form will be sent to the associations operating within OYY via email and it will also be announced in the OYY's website. The application can be found in OYY's new association portal under the tab "application". The attachments must be added to the association's own page in the portal, under the tab "attachments". In addition, the association must fill the information to the tabs "general" and "board". The questions that must be answered in the application are attached to this list of criteria. Answer the questions provided in the application form **concisely** and truthfully. One association is only permitted to submit one application.

**APPLICATION ATTACHMENTS**

The association must deliver the following as attachments to the association portal during the application period (by the 19th of May 2019 at 11.59pm).

1. copy of notice to the register of associations
2. action plan for the current year of operations
3. budget for the current financial year
4. the most recent confirmed financial statement for the previous completed financial year
5. activity report for the previous year of operations
6. copy of the existing association rules, unless they have been previously submitted

Additional information: event producer, community specialist Asta Salomaa, [ttya@oyy.fi](mailto:ttya@oyy.fi), tel. 040 861 0868.

## **Attachment 1: Questions in the application for subject societies**

### **ASSOCIATION'S BASIC INFORMATION**

The number of members has no effect on scoring.

- The name of the association
- The percentage of OYY members of the overall amount of members at the beginning of the calendar year
- The association's turnover (combined expenses + combined income, for example 500 expenses + 500 income = 1000 turnover)

### **ASSOCIATION'S COMMUNICATIONS**

OYY encourages associations to communicate openly and actively about their activities.

- Which different methods does the association use to communicate about their activities? (websites, association's own magazine, email list, social media...)

### **DEVELOPING THE ASSOCIATION**

Collecting feedback is important for the development of the association. OYY wants to support associations operating within it in development work.

- Does the association collect feedback for its activities? How does the association react to feedback?
- How does the board of the association want to develop their own and the association's activities?

### **CO-OPERATION**

OYY encourages associations operating within it to co-operate (interdisciplinary collaboration, and also collaboration between subject and interest societies) with each other.

- Does the association work in co-operation with other associations operating within OYY? Which associations? (Provide an example of recent collaboration)

### **INTERNATIONALITY:**

OYY expects that the associations communicate with international students and arrange activities for them as well (this includes both exchange students and degree students). We will take those degree programs that have no international students in them into consideration in the scoring of the applications.

- Does the association have activities for international students?
- Does the association communicate about its activities in English? If not, why?
- Are exchange students and/or international degree students recruited as members of your association? If you answered no, please provide an explanation for your answer.

### **ADVOCACY**

OYY expects that the associations operating within it to actively participate in the supervision of students' interests.

- Does the association keep in contact with the student representatives in the university administration? How does the association keep in contact with them?

- Does the association have a specialist or a board member responsible for academic affairs?
- Do the association's representatives regularly take part in OYY's sections? (Advocacy Section, Environment Section, Cultural Section).
- Does the association have a specialist or a board member responsible for social affairs?
- Has a member of the association been a candidate in the previous Student Council Elections?
- How do you assess the impact of your activities on the students' wellbeing? What kind of events have you organized to impact students' well-being?
- Does the association influence and express their opinion on problem areas in matters involving their members? If you answered yes, please provide an example of such activity.
- How does the organization enhance communality in the university?

#### **ALUMNI AND WORKING LIFE ACTIVITIES (This question is only for subject societies)**

OYY encourages associations operating within it into alumni and working life activities.

- Does the association have alumni and working life activities? What kind of activities?

#### **OPENNESS AND ACCESS TO ACTIVITIES (This question is only for interest societies):**

OYY requires interest societies operating within it to provide activities that are open and easily accessible to all OYY's members.

- How does the association actively recruit new members?
- Does the association host events that are open for everyone?
- Are the activities, decision-making and management of the association open, and do all of the members of OYY have the chance to participate?
- How would the grant help your organization to create new types of activities and take a larger audience into consideration?

#### **SPECIAL ACTIVITIES (This question is only for interest societies):**

OYY wants to support culturally significant activities taking place within it.

- Describe briefly what makes your association's activities unique and different from other associations that operate within OYY?
- How do your unique activities affect the functions of your association financially? For example, does your association have paid staff members?

#### **PROJECTS**

OYY wants to encourage associations operating within the Student Union it to realize new special projects. **Please fill this section, if your association is realizing new project-based activities in year 2019.** In order for the project to have an effect on scoring, it must support the organization's statutory activities and it cannot involve the following: an attempt to seek financial gain, business activities, or the acquisition of alcohol. The project may, for justified reasons, include the acquisition of furniture.

- Describe the project's objectives

- Describe the project's schedule and realization
- Describe the project's budget and funding

**OTHER**

- Clarifications (you may clarify whichever previous response).