

General terms and conditions of grants awarded by Espoo Culture Committee as of 1 January 2019

Culture Committee, Section 46, 20 November 2018

The grants awarded by the Culture Committee create prerequisites for the offering of cultural and art services, artistic work, city district and local heritage activities and for the involvement in and accessibility of culture. The function of assistance activities is to promote and support cultural activities in Espoo in a way that is regionally balanced and takes different groups of people into account, as well as to increase cooperation between different actors.

The allocation of cultural grants follows the city's strategic policies. The common city objectives of the council term are stated in the Espoo Story.

It must be observed in all operations supported by the Culture Committee that the city opposes all forms of discrimination, such as based on gender, age, ethnic origin, religion or sexual orientation.

Grants are always allocated on a discretionary basis. When grants are awarded, the applicant's need for the grant, the quality and inclusiveness of the applicant's activities as well as the grant funds currently available to the Culture Committee are taken into account. The applicant should aim to have a share of self-funding that is in reasonable proportion to the grant applied for.

The following aspects of the application will be assessed:

Artistic quality

- the artistic idea of the activity
- how clearly are the artistic starting points of the activity presented in the application
- professionalism, attractiveness and impact of the activity within its own art scene

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- the project's potential to create something new
- the artistic goals of the project or activity and how these can be seen in the planned activity

Diversity and equality

- how will the activity increase the diversity of the city's cultural and art offering
- how will the activity complement other art and cultural offering or highlight content that is not otherwise available in the city
- how will the activity strengthen the idea that the art and cultural offering should reflect a multi-voiced and diverse Espoo
- how will the activity promote equal

Accessibility and availability

- how will the activity be rendered more socially, culturally and financially accessible from the viewpoint of the public and participants
- how will the activity broaden the audience and participant base of art and culture and encourage wider discussion on art
- how have the target groups been determined and what measures will be taken to reach the different target groups
- how will the activity be realised on a regional level

Involvement and participation

- how will the activity strengthen the communal city
- how will the activity increase the possibility of customers and residents to participate in the assessment, planning and implementation of the activity
- how will the activity make use of and strengthen network-like and communal operating

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methods

- how will the activity encourage more inclusive participation in making art

Functional quality and implementation

- functional professionalism
- business impacts, partnerships and scope of the activity and the applicant must also demonstrate favourable financial and functional development from the previous years
- how viable and realistic is the activity presented in the application
- how necessary is the grant for the realisation of the activity
- how unified a whole is created by the goals, plan and implementation
- how diverse is resourcing
- what are the financial risks of the project

Grants are mainly awarded to cultural actors from Espoo and for cultural activities taking place in Espoo.

Assistance may be obtained for the same purpose from only one unit of the city.

Grants are not awarded to the city's own units or to activities connected to the joint municipal authority.

Forms of assistance

I Annual grants for art and culture

1. Annual grants for professional art and cultural institutions and art festivals

- for registered art and cultural institutions and art festivals operating in Espoo
- to enable the operations of professional, established art and cultural institutions and art

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festivals

2. Annual grants for art and cultural associations

- for registered art and cultural associations in Espoo
- to enable the operations of various art and cultural associations

3. Annual grants for city district and local heritage associations

- for registered local heritage associations in Espoo
- to support city district activities

Other terms of annual grants

The aim is to keep, within the city's annual budget, the level of the annual grants awarded by the Culture Committee stable in particular with respect to communities with regular state funding.

An annual grant is general assistance for its recipient and should be used for activities which are in line with the purpose and operating plan presented by the recipient of the grant.

Assistance cannot be granted if the financial situation of the association is so poor that no general operational conditions exist.

There will be annual cooperation discussions with professional art and cultural institutions and art festivals to discuss the achievement of the goals and to review and set common objectives based on the Espoo Story and changes in the operating environment.

Annual grants for professional art and cultural institutions and art festivals and for art and cultural associations for the next calendar year can be applied for once a year by mid-May. The application period ends annually on 15 May at 3:45 pm. If the last day of the application period falls on a Saturday or a Sunday, the application period will end on the weekday following the weekend at 3:45 pm.

Annual grants for city district and local heritage associations for the next calendar year can be

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applied for by the end of September. The application period ends on the last day of the month at 3:45 pm. If the last day of the application period falls on a Saturday or a Sunday, the application period will end on the weekday following the weekend at 3:45 pm.

II Project and development grants for cultural activities

1. Local culture grants for private persons, communities, associations and work groups– to implement cultural events and other cultural projects

- to implement cultural events that increase the involvement of the residents of the municipality
- to projects of regional inclusive cultural work
- to cultural projects that support the Council’s strategic goals and cultural policy goals

2. Development grants for professional art and cultural communities and art festivals in Espoo

- to develop new operating models within the art and cultural organisation or in collaboration between actors in the field
- to projects that support the Council’s strategic goals and cultural policy goals
- can also be used as project funding when applying for multi-annual EU grants

3. Grants for launching and developing artistic activities for cultural actors, communities, work groups and private persons

- the grant for artistic activities may also be awarded for activities taking place during school holidays
- the artistic activity receiving the grant must be priced so that it is accessible to all

In activities organised with the grant for artistic activities, the economic and geographical accessibility of the activity, the everyday lives and different backgrounds of families and the various ways of learning must be taken into consideration. Grants will not be awarded for basic

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education, vocational education, basic art education or daily afternoon activities for comprehensive school pupils, the main purpose of which is not art.

Art content must be at the core of the activity, and the instructor of the activity must have expertise in the art form in question. It is also good if the target group can participate in the development of artistic activities. When grants are awarded, projects targeted at residential areas with very little artistic activities available are primarily taken into account.

Other terms of project and development grants

The project and development grant must be used in accordance with the plan and budget presented in the grant application. The Culture Committee may award a project and development grant for the implementation of, for example, a cultural event also after the event has been realised if the application has been submitted before the event date.

The project and development grant may be used for activities which are in line with the application in the year it was granted as well as in the following year.

Project and development grants will not be awarded for basic education, vocational education or afternoon activities for comprehensive school pupils.

As a rule, project and development grants will not be awarded for rents levied on premises.

Project and development grants will not be awarded for party political or religious events or events discriminative against any group of people.

Grants will not be awarded for events organised by parents' associations or Christmas parties or annual celebrations of communities or associations.

Project and development grants support activities and projects that renew cultural activities or develop event and project activities in Espoo. As a rule, the same applicant cannot be awarded with the project and development grant for repetitious activities.

Project and development grants are continuously open for application from the beginning of February to the end of August. The application period ends on the last day of August at 3:45 pm. If

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the last day of the application period falls on a Saturday or a Sunday, the application period will end on the weekday following the weekend at 3:45 pm. The committee decides on project and development grants at meetings held after the time of application.

In terms of project and development grants, the Culture Committee delegates decision-making power to the Cultural Director in the case of applications with a maximum amount of EUR 3,000 to be awarded.

III Art grants for professional artists in Espoo for artistic work

- working grants for one month and three months and one grant for twelve months are available for application

As a rule, art grants will not be awarded to the same professional artist in Espoo in two consecutive years.

Working grants for one month and three months

The one-month and three-month working grants are continuously open for application from the beginning of February to the end of August. The application period ends on the last day of August at 3:45 pm. If the last day of the application period falls on a Saturday or a Sunday, the application period will end on the weekday following the weekend at 3:45 pm. The committee decides on working grants at meetings held after the time of application.

In terms of one-month working grants for professional artists, the Culture Committee delegates decision-making power to the Cultural Director in the case of applications with a maximum amount of EUR 3,000 to be awarded.

Twelve-month working grant for a professional artist

The year grant is intended for professional artists in Espoo irrespective of art form. The working grant is awarded to one artist in Espoo for one calendar year at a time.

The grant amount will be adjusted annually to match the artist grants awarded by the Arts Promotion Centre Finland. The grant is paid on a monthly basis and it includes pension and

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accident insurance contributions under the Farmers' Pension Act.

The working grant is applied for with an application form that must include as appendices a CV and a work plan for the year. In addition, it is desirable for the applicant to express in the application how the work to be done during the one year period will strengthen the image of Espoo as a diverse and bold city of culture.

The applications will be assessed based on the artistic quality and topicality of the work plan presented by the applicant and the professional merits of the applicant.

Other terms of the twelve-month working grant for a professional artist

The working grant recipient must give up full-time paid work for the duration of the grant period. In addition, the grant recipient must take out personal pension and accident insurance. The insurance must be applied for within three months of the start of the grant period. The application is to be submitted to the Farmers' Social Insurance Institution Mela.

The grant includes, where possible, a chance to exhibit the result of the artistic work in Espoo or, alternatively, making the result of the work a visible part of the cultural activities in Espoo in some other way. The application period ends on the last day of September at 3:45 pm. If the last day of the application period falls on a Saturday or a Sunday, the application period will end on the weekday following the weekend at 3:45 pm.

Submitting the application form and appendices to the City of Espoo Registry Office

Cultural grants are applied for using the appropriate application form. The city may also request that the application be supplemented after its submission. The grant applications are to be submitted by the deadline mentioned in the announcement to the City of Espoo Registry Office at P.O. BOX 1, FI-02070 CITY OF ESPOO. The application form and appendices may also be submitted to the Registry Office electronically at kirjaamo@espoo.fi.

The annual grant application must be accompanied by an operating plan for the application year

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and current year, budget for the application year and current year, annual report, financial statements and auditor's report for the previous year as well as an extract from the Register of Associations, if been changes have been introduced to the information. New applicants must also submit the rules of the association.

The project and development grant application must be accompanied by an operating plan and a budget of the project. If the development grant is applied for as part of EU project funding, the application should also include a report on the EU support applied for and the project model.

The application for one-month and three-month working grants for professional artists must be accompanied by an operating plan and a CV indicating the professional nature of the applicant's operations. When applying for the twelve-month working grant for a professional artist, the mandatory appendices are a CV and a work plan for the year.

Applications and required appendices must be submitted by the deadline to the location mentioned in the announcement. Delayed or incomplete applications will not be considered.

Report on the use of the grant

A report on the use of the grant is to be submitted to the Cultural Unit within three months from the end of the project. The report is submitted using the relevant form.

The report for an annual grant is to be accompanied by an annual report, financial statements and auditor's report on the grant year as well as a self-assessment on the impact of activities. An association receiving assistance undertakes to keep its accounts and administration open for accounting audits. If the assistance recipient violates the terms of the grant, the grant will be recovered.

Project and development grant recipients are to append to the grant report an account of the activities implemented using the grant and an itemised financial report on the use of the grant and a self-assessment on the impact of activities. Documentation on the use of the grant is not to be appended to the report, but the grant recipient should keep the documents in case the city

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requests them separately for inspection.

After the grant period has ended, the working grant recipient must prepare a free-form written report on the artistic activities carried out under the work plan presented in the application for the grant period.

Ensuring the visibility of the City of Espoo

The assistance granted by the City of Espoo to the grant recipient must be mentioned in the communications and marketing related to the activities or an event for which assistance has been granted. Another alternative is to use the logo of the City of Espoo. For more information on the use of the logo, contact the Cultural Unit.

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