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# The Sports and Exercise and Youth Committee's instructions on grants for youth activities

## 1. GENERAL

The Sports and Exercise and Youth Committee awards grants, upon its discretion, to support youth activities organised by Espoo-based youth associations, youth organisations and youth activity groups. In special situations, these grants may also be awarded to youth associations that are domiciled outside Espoo but have a significant number of Espoo residents as members and operate in Espoo.

The purpose of these grants is to support active citizenship, social empowerment, independence and a drug-free lifestyle among young people under 29 years of age on their leisure time. The Sports and Exercise and Youth Committee prioritises the activities of young people aged 7 to 20 and activities directed at pre-adolescents.

These grants are meant to assist rather than maintain activities. The grant recipients must also raise funds independently for their activities.

### 1A. Types of grants available

1. General grant (incl. advance payments)
2. Targeted grant
3. Grants for regional organisations

## 2. THE TERMS AND CONDITIONS OF ALL GRANT TYPES

### 2A. Prerequisites for grants

1. The applicant must be domiciled in Espoo.  
In special situations, targeted grants may also be awarded to youth associations that are based outside Espoo but have a significant number of Espoo residents as members and operate in Espoo.
2. At least two thirds of the members of the youth association or youth activity group must be under the age of 29.
3. The grant must be used for the purpose stated in the application. The purpose may be further clarified in the final decision.
4. The grant recipient agrees to have their accounts and administration available for potential audits by the City of Espoo.
5. The association must provide the Youth Services unit with a copy of their currently valid by-laws (this applies to first-time applicants).
6. The Youth Services unit must be notified immediately if the association at its regular meeting makes changes to the association's by-laws or replaces its board or the persons authorised to sign on the association's behalf.
7. The grants may not be re-granted to third parties.
8. If the grant is used for purposes other than those stated in the application, or if the terms and conditions of grant use are not met, or if the grant recipient has given false or insufficient information on matters concerning the grant, the grant paid must be returned upon request.
9. The grant must be used during the calendar year for which it has been granted.

### 2B. Factors taken into account when grants are awarded

1. The scope, purpose and quality of the applicant's activities (does not apply to recipients of targeted grants)

- the amount of activities
  - the regularity of activities
2. The applicant's financial position
- the applicant's assets (excluding investments and dividends)
  - the share of administration costs of the total expenses of the previous financial period; if the share is disproportionately large, the amount of grant will be reduced (this does not apply to recipients of the grant for regional organisations)
  - need for employees (applies to recipients of the grant for a regional organisation)

## 2C. Definitions of organisations eligible for grants

1. 1a. A registered youth association domiciled in Espoo
  - a registered youth association domiciled in Espoo, at least two thirds of the members under the age of 29;
  - a local branch of a national youth organisation, at least two thirds of the members under the age of 29.
- 1b. An unregistered youth association or organisation domiciled in Espoo
  - at least two thirds of the members are under the age of 29;
  - the association has by-laws;
  - the association's administration, operations and finances are organised like those of a registered association;
  - the persons authorised to sign on the association's behalf are over the age of 18;
  - a youth activity group or branch that is part of an adult organisation domiciled in Espoo but whose accounts and activities can be separated from the main organisation.
2. A youth activity group domiciled in Espoo
  - An organised youth action group domiciled in Espoo whose members are younger than 29;
  - the persons authorised to sign on the group's behalf are over the age of 18.
3. A regional youth organisation
  - A registered youth organisation domiciled in Espoo that has local youth associations, chapters, branches and/or youth activity groups operating under it, and the nature of the organisation's activities requires organising.
4. The actors in the youth associations and youth activity groups are either members or persons comparable to members; they regularly participate in the group's activities or organise them.

**District organisations are not eligible for grants.**

## 2D. Notification of available grants

Every year, the Sports and Exercise and Youth Committee publishes a notification of grants available for application (the grants outlined in these guidelines).

## 2E. Application process

Applications may be submitted through the online grant application system or on paper. By signing the application form, the applicant agrees to refund the grant if the awarding decision is revoked or if the applicant violates the terms and conditions of the grant. The application must be signed according to the by-laws of the association and the Associations Act. If the grant recipient is not a registered youth association, the signatories on the application form – at least two people over the age of 18 – are responsible for the use of the grant.

All grant applications must be submitted to the Registry Office or any of the Service Points of the City of Espoo by the end of the business day on the last day of the application period. If the application period ends on a Saturday, Sunday or public holiday, the grant application must be delivered on the following weekday at the

latest. Documents may be posted at the sender's risk.

Submitting documents through the online system or by email takes place at the sender's risk. The document and its attachments must be sent on the last day on the application period at the latest.

If the application has been delivered by e-mail, it must be complemented by a duly signed and scanned application form. The Sports and Youth Services unit of the City of Espoo decides on a due date by which any additional information or missing appendices must be submitted. Applications that remain incomplete after this date will not be considered.

The grant application forms are available at [www.espoo.fi/nuoriso](http://www.espoo.fi/nuoriso)

The address of the online grant application system is: [espoositoavustukset.fi/en](http://espoositoavustukset.fi/en)

## **2F. Grant decision and payment**

The Sports and Exercise and Youth Committee makes decisions on general grants and grants to regional organisations. The Director of Sports and Youth Services or a person they have appointed makes decisions on advance payments of general grants and targeted grants.

The applicant will be notified of the grant decision in writing. The applicant may submit a request for rectification.

Awarded grants will be paid as stated in the application, into the account specified by the applicant. The advance payment of a general grant will be paid into the applicant's account as soon as possible after the Director of Sports and Youth Services made a decision on it.

## **2G. Recalling the grant**

If the grant recipient breaks the terms and conditions of the grant, has provided false information, or if the grant decision is amended or revoked due to an appeal, the grant may be recalled.

# **3. GENERAL GRANT**

## **3A. Eligibility for the grant**

General grants are available to youth associations who are domiciled in Espoo and who have launched their operations during the previous calendar year at the latest. The purpose of the grant is to help them carry out their regular youth work in accordance with their action plan. If the youth activities are organised by an adult organisation, the youth work must be kept separate from other the association's operations in its bookkeeping and annual report.

## **3B. Eligible expenses that may be covered by the general grant:**

The general grant may cover a maximum of 80% of the applicant's eligible operational expenses.

1. Training expenses
2. Training camp and excursion expenses
3. Hobby and recreation expenses
4. International activity expenses
5. Communications and rent expenses
6. Wages and salaries

The grant must not be used principally for paying salaries or for covering communications and administrative expenses.

### **3C. How to apply for a general grant**

The due date for the general grant application is 31 March in the year for which the grant is intended. To apply for a general grant, the applicant should either fill in an application form for a general grant, available from the Sports and Youth Services unit of the City of Espoo, or submit an application through the online grant application system. The following attachments are required: the action plan and budget of the operational year and an account of grant use in the previous year: an annual report, a financial statement (a comprehensive profit and loss account and a balance sheet) and a performance audit/financial audit.

### **3D. Account of grant use**

The grant recipient must provide an account of grant use (an annual report and a financial statement) even if the recipient does not apply for another grant. The comprehensive profit and loss account must clearly indicate the expenses that have been covered with the general grant and the targeted grant.

If the grant recipient does not deliver an acceptable account of grant use by the specified due date, the grant will be recalled. A new grant will not be paid before the applicant has given the Sports and Youth Services unit an acceptable account of grant use before the specified due date.

## **4. AN ADVANCE PAYMENT OF A GENERAL GRANT**

The Sports and Youth Services unit may decide to make advance payments of general grants to associations that have received a general grant in the previous year. A general grant advance is an advance payment on the actual grant. The maximum advance payment is 50% of the previous year's general grant.

An association may receive an advance payment upon the condition that it commits to refunding the sum in full if its eligibility for a general grant changes or if the grant is refused in the final decision by the Sports and Exercise and Youth Committee.

### **4A. How to apply for an advance payment**

To apply for an advance payment of a general grant, the applicant should either fill in an application form for an advance payment, available from the Sports and Youth Services unit of the City of Espoo, or submit an application through the online grant application system.

## **5. TARGETED GRANT**

### **5A. Eligibility for the targeted grant**

A targeted grant may be awarded to youth associations, youth organisations and youth activity groups domiciled in Espoo. In special situations, these grants may also be awarded to youth associations that are domiciled outside Espoo but have Espoo residents as members and operate in Espoo. Similarly, grants may also be awarded to Espoo-based regional youth organisations under special circumstances.

### **5B. Purpose of use**

A targeted grant is a one-off grant awarded for:

- implementation of or participation in a youth work project, scheme, event or occasion;
- expenses involved in starting up the activities of a youth association;
- events whose size surpasses the normal activities of the recipient, e.g. jubilees, themed campaigns, training events, camps or international events.

## **5C. How to apply for a targeted grant**

To apply for a targeted grant, the applicant should either fill in an application form for a targeted grant, available from the Sports and Youth Services unit of the City of Espoo, or submit an application through the online grant application system.

A cost estimate for the project or event and a description of the project or event must be attached to the application.

The application must be signed by two persons aged at least 18 unless otherwise allowed by the association's by-laws. If the applicant is a youth activity group, the names, addresses and dates of birth of the members must also be indicated.

The due dates for targeted grant applications are 15 January, 30 April and 30 September.

Youth activity groups can apply for targeted grants until 30 September when the application period ends, but youth activity groups do not otherwise need to adhere to the application periods.

## **5D. Account of grant use and payment**

The grant recipient must draw up an account of grant use and submit it to the Sports and Youth Services unit by the date stated in the decision.

If the grant recipient does not provide an acceptable statement of use by the due date, an approved grant may be cancelled or recalled.

If a targeted grant is given to an association that received a general grant from the Sports and Exercise and Youth Committee in the previous year or the ongoing operational year, the targeted grant will be paid as soon as possible after the grant decision has been made. In the case of other youth associations, the targeted grant will be paid after the association has provided an account and approved documentation of actual expenses (certified copies of receipts).

In case of youth activity groups, the targeted grant will be paid in full as soon as possible after a grant decision has been made. The youth activity group must provide an account of grant use within a month after the activities or project has ended, with the original receipts attached.

# **6. GRANTS FOR REGIONAL ORGANISATIONS**

## **6A. Eligibility for a grant for a regional organisation**

The primary task of regional youth organisations is to coordinate and support the activities of local associations, chapters, branches or youth activity groups. By awarding grants to support the activities of regional youth organisations domiciled in Espoo, the Sports and Exercise and Youth Committee contributes to organised voluntary youth activities that look far into the future and enhances the qualitative and quantitative development of such activities.

## **6B. How to apply for a grant**

To apply for a grant for a regional organisation, the applicant should fill in an application form, available from the Sports and Youth Services unit of the City of Espoo, or submit an application through the online grant application system. The application period ends on 31 October. The following attachments are required: the action plan and budget of the operational year and an account of grant use in the previous year: an annual report, a financial statement (a comprehensive profit and loss account and a balance sheet) and a performance audit/financial audit.

The Sports and Youth Services unit of the City of Espoo will hold evaluation and development negotiations with the recipients of this grant every second year.

The grant recipient is required to send a representative to the regional youth organisations' meetings held by the Sports and Youth Services of the City of Espoo. The recipient is also required to adjust its operations to the instructions and information given at these meetings.

### **6C. Payment**

The Sports and Exercise and Youth Committee makes a decision on the amount of the grant in the December before the operational year. Annual grants are paid in the January of the operational year.

### **6D. Account of grant use**

The recipient of a grant for a regional organisation must provide an account of grant use by 31 October in the year that follows the grant year. The grant recipient must draw up an account of grant use even if it does not apply for another grant. If the grant recipient does not deliver an acceptable account of the grant use by the specified due date, the grant will be recalled.