



Instructions for making a Project Grant application:

1. Filling in the project grant application form

- Project grant can be in the form of financial assistance, free use of ISYY venues or copying quota.
- Fill in the application form carefully. Project plans are often more ambiguous than the level of details required for the application form. Therefore filling in the application form in detail ensures a more effortless application process.
- Remember to send the required attachments with the application. The grant cannot be awarded without the required attachments.

2. Project plan and draft budget

Project plan and the draft budget of the project need to be attached to the project grant application. The files should be named and sent as informed in the call for applications.

Project plan needs to include the following:

- What are we organizing?
- Who is it targeted to?
- Who will implement it?
- Why should the project be implemented?
- How, when, and whom are we informing?
- How is ISYY's visibility guaranteed in the project if ISYY awards the grant

Example of the draft budget attached to the project plan:

Proceeds:		Expenses:	
Dance tickets 2x 50e	100e	Venue rent	150e

Coffee sales	100e	KM allowance for the band	50e
Grants (grants completely from ISYY)	80e	Coffee and small snack (80e from ISYY)	80e
Proceeds altogether:	280e	Expenses altogether:	280e

Event budget needs to be more precise in the project plan. Project plan or budget needs to include the specific details in which the ISYY grant will be used. In addition, grants received or applied from elsewhere should also be listed in the budget. The project plan or budget of student organisations' work events should also have a mention if a grant has been applied for the event. This needs to be verified by providing an attachment.

3. Criteria and terms

- The applicant needs to be a student organisation or a campus organisation operating at the University of Eastern Finland.
- The organiser is required to provide funding for the project.
- Grant will not be awarded for activities that are ongoing or make profit. Recurring projects are considered as ongoing activities.
- Grant will not be awarded for a project if the project grant application has already been previously processed for the project in question.
- Grants will not be awarded for projects in which the total funding exceeds 100e per participant (excluding the attendance fees).
- ISYY requires that external funding has been applied from the closest facility concerning student organisations' work events.
- If ISYY provides funding for the project, the organiser is required to enhance ISYY's visibility during the execution of the project.
- Favoring Fair Trade products or making otherwise environmentally sustainable choices is required in projects.
- Grants can be awarded until ISYY's executive board's grant budget has been used.

4. Basis for awarding the grant and the maximum amount

The project needs to promote at least one of the following among ISYY's members:

- no alcohol
- healthy lifestyle
- skills that are transferable to working life
- cross-disciplinary
- internationalisation at home

Maximum amount of grant:

$$x * y * 5e$$

in which

x = how many of the above criteria are included in the project (maximum of three)

y = estimated number of participants

For example:

The event is cross-disciplinary and non-alcoholic (x=2)

Estimated number of participants is 25 (y=25)

Therefore the maximum grant that can be awarded for the event is $2 * 25 * 5e = 250e$.

The following conditions can lower the maximum amount of the grant and should be taken into account:

- The maximum sum that can be awarded for the organisation is the maximum amount of grant applied (if the organisation has applied for 100e, the maximum grant that can be awarded is 100e).
- The grant awarded by ISYY cannot exceed the funding provided by the organiser or the financial assistance required from other sources. However, the free use of ISYY venues is an exception. (if the project receives 100e funding from the organiser and an outside sponsor, the maximum amount of grant awarded by ISYY can be 100e + the free use of ISYY venues).

5. To be taken into account during the project

Receipts

All project expenses should be verifiable (as either a receipt or an invoice). The receipt and invoice should include the following information:

- What has been purchased
- Where was the purchase made
- The price
- Value added tax (VAT) as a percentage and the tax amount in euros.
- Date

Debit/Credit payment terminal receipt is not accepted. If the correct receipt does not include all the necessary information, request a hand-written paragon receipt. **ISYY does not accept the use of bonus cards when making project purchases.**

6. Project report and request for payment

Request for payment -form can be found from ISYY's documents under forms > Project Grant applications. The project report can also be attached to the request for payment - form. Fill in the form carefully. If the report does not fit in the form, write it on a separate file.

It is important that you also write the report with care. The report should contain the following information:

- The actual proceeds and expenses of the project
- A confirmation that the terms and bases for awarding the grant have been considered in the implementation of the project. If the terms have gone unnoticed,

the organiser should be able to verify that this happened due to reasons unrelated to the organiser.

- A confirmation that ISYY's visibility in the project matches the information in the project grant application or ISYY's general terms for awarding a grant.

Submit the request for payment to ISYY's membership services specialist or the organisational affairs specialist within a month of implementing the project. If the event is in December, contact the membership services specialist or the organisational affairs specialist to arrange a schedule for submitting the request for payment.