

## The Student Union of the University of Eastern Finland Instructions for making a project grant application

### 1. Filling in a project grant application

Project grant can be applied for two times per year, for a single event or project.

#### In Joensuu can be applied for

- Financial support
- Meeting facilities of Suvantokatu or meeting and sauna facilities of Suvantokatu
- Copy quota for copying

#### In Kuopio can be applied for

- Financial support
- Using Lukema

#### Project grant contains

- Electronic form
- Project plan
- Budget, if required

### 2. Project plan

When applying for a project grant of the Student Union, a project plan and, if required, a budget shall be attached along.

#### Project plan shall contain

- What are we organising?
- Who is it targeted for?
- Who will implement it?
- Why are we implementing?
- How, when and whom will be informed?

#### Budget being attached to a project plan

For example:

Proceeds		Expenses	
Dance tickets 50 € x 2	100 €	Kilometre allowance of the band	50 €
Coffee earnings	100 €	Rent of the properties	150 €
Grants (grants completely from ISYY)	80 €	Coffee and a small snack (80 € from ISYY)	80 €
Proceeds altogether	280 €	Expenses altogether	280 €

Budget of an event shall be opened more precisely in a project plan. On a project plan or budget shall appear precisely, for what the grant applied from ISYY will be used. In addition, grants received or applied from elsewhere shall appear in a budget.

### **3. Criteria and terms of ISYY's operation grant**

An applicant of the project grant shall be an association or a club operating under ISYY, having a legal capacity. At least half of the association's members shall be members of ISYY. Along with the project grant, an association may also apply for grants from outside ISYY.

#### **Positive criteria**

- Non-alcoholic
- Event open for everyone and equal possibility for everyone to participate in
- Supports studying
- Enhances creativity
- Cultural orientation
- Cooperation between campuses
- Interdisciplinary
- Working life orientation
- Internationality
- Enhances exercise and wellbeing
- Projects preventing loneliness
- Environmental-friendliness
- Fair Trade products being taken into account in products
- Courageous ideas, for example programme for students with a family

#### **Negative criteria**

- Projects having alcohol
- Outside organisation being advertised
- Aims to yield profits
- Closed event, for example only for own student organisation
- Traditional event, which will be organised anyway (such as pre-Christmas party)

### **4. Take into account during a project**

#### **Receipts from purchases**

There shall be an appropriate verification (receipt or a bill from the payee) from all expenses of a project. From a receipt and bill shall appear at least the following:

- What has been bought
- Where has been bought
- Price of the purchases
- Value-added tax percentage (for example ALV (VAT) 24 %) and the number of tax (in Euro)
- Date

Debit/Credit payment terminal receipt is not a valid receipt, in accordance with the Accounting Act. If the content of purchase does not appear from an actual receipt, please ask for a handwritten paragon receipt. **The Student Union does not accept receipts with plussa's/bonuses.**

### **5. Delivering a payment request after a project**

Fill in every point of a payment request. Deliver the payment request within the time limit; overdue payment requests will not be processed.

Time limit for delivering the payment request

- Spring projects by the 31<sup>st</sup> of May
- Autumn projects by the 30<sup>th</sup> of November

In case an event is held after the time limit, please agree on the delivering schedule of the payment request with the Student Union.