

# Ylioppilastalosaäitiö foundation's criteria and practices for allocating grants

## Criteria:

1. The supported project must be **student-oriented**. People other than students may also participate, but the project must be executed by students and directed at students.
2. The project must be **interdisciplinary** in such a way, that it may be participated from all campuses. The project must be directed at and potentially interesting to students on more than one campus.
3. The project must **create new**. The grants are allocated to new projects, non-recurring events and projects, as well as for projects deepening or extending existing cooperation. The grants are not allocated for established forms of cooperation.
4. The supported project must be in accordance with the **purpose and values** of the grant activity of Ylioppilastalosaäitiö. Project support is not granted for activity that is against the values of the student unions of Tampere, nor for acquiring alcohol or other substances.
5. The project support is directed primarily for **activity, not purchases**. However, purchases may be supported discretionarily, if they further, for example, the extension of hobby activity to new campuses.
6. **The number of participants** affects the amount of the grant. Ylioppilastalosaäitiö may refuse the grant, if the applied grant is disproportioned with the number of students targeted with the project.
7. The supported project may not have financial profit. Ylioppilastalosaäitiö may, however, support projects that raise money for charity.
8. A deductible is expected from the project's budget, which should cover at least 1/3 of the project's expenses.

## Application practices:

1. **The project support may be applied for** by any association, club or organisation operating within the Student Union of Tampere, as well as other organisations, whose activity is fundamentally student-oriented and supports the student culture in Tampere. The criteria for allocating grants are the same regardless of the applicant.

2. The project support must be applied for before the project is executed. Grants may be applied for throughout the year, and the applications are processed in the board meeting of Ylioppilassäätiö.
3. For the project to be granted support, it must have **a contact person, a financial plan (budget) and a project plan.**
4. The granted support may be at most 2/3 of the total funding of the project.
5. A **report** must be submitted from the realisation of the project, which includes an account of the project, the financial statement of the project with the budget comparison, as well as the receipts of the realised expenses. The report must be delivered to the board of Ylioppilassäätiö within two months after the project has ended.
6. If the project is not reported on, it is not realised, it is not realised in the full or if it's fundamentally against the criteria for grants, Ylioppilassäätiö may claim the grant back in the respect where it was not used appropriately.
7. Ylioppilastalossäätiö grants support flexibly and by using its discretion on a case by case basis. Thus, the grant may be applied for projects, even if they do not meet all the criteria.

### **What kind of applications does the Ylioppilastalossäätiö accept?**

The grant application is informal, but it must include the following:

1. Amount of grant that is applied for
2. Name of the applicant and their bank details
3. Name and contact information of the contact person of the project (address, email & phone number)
4. Project plan
  - Concise description of the project: its purpose, execution and target group
  - How the project executes the values and purpose of Ylioppilassäätiö
  - Execution time (the date, from which the deadline for submitting the report is counted)
  - How is the project informed about: which languages, on which channels
  - Other possible arguments (freely!)
5. The budget of the project
  - Cannot make profit (=income and expenses are in balance)

6. Certification and signature:

*I undertake to comply with the project plan presented in this application and with the grant instructions and rules by Ylioppilastalosaatiö, as well as to submit the project report with receipts to the Ylioppilastalosaatiö no later than 2 months after the project has ended.*

*Place and date:* \_\_\_\_\_ *Signature:* \_\_\_\_\_

*(Applications sent from university emails are construed as being signed.)*