

Helsinki

CITY OF HELSINKI
Youth Sub-committee
of the Culture and Leisure Committee

Grant guidelines
for youth organisations

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GRANT GUIDELINES FOR YOUTH ORGANISATIONS

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1	GENERAL	1
1.1	General terms and conditions of awarding grants	1
2	TYPES OF GRANTS	2
3	OPERATING GRANTS	2
3.1	Who can receive operating grants?	2
3.2	Use of the operating grants	3
3.3	Grounds for awarding operating grants	4
3.4	Applying for the operating grant	4
3.4.1	Applying for a rental grant in connection with an operating grant	4
3.5	Advance payment of operating grants	5
4	HIRING GRANTS	5
4.1	Who can receive hiring grants?	5
4.2	Use of the hiring grants	5
4.3	Applying for the hiring grant	5
4.4	Assessment of district association operations	6
4.5	Grounds for awarding hiring grants	6
4.6	Advance payment of hiring grants	7
5	HOLIDAY CAMP GRANTS	7
5.1	Who can receive the holiday camp grant?	7
5.2	Using holiday camp grants	7
5.3	Grounds for awarding holiday camp grants	7
5.4	Applying for holiday camp grants	8
6	PROJECT GRANTS	8
6.1	Who can receive project grants?	8
6.1.1	Launching grants	9
6.1.2	Club grants	9
6.2	Use of project grants	9
6.3	Applying for project grants	9
7	DECISION-MAKING PROCESS OF AWARDING GRANTS	9
7.1	Applying for grants	9
7.2	Notification regarding the grant decision	10
7.3	Payment of the grants	10
7.4	Reporting on the use of the grants	10
7.5	Recovery of grants	11
7.6	Supervising the use of the grants	11
8	APPEALS IN MATTERS RELATED TO GRANTS	12
9	ACCOUNTS OF THE ASSOCIATIONS	12

1 GENERAL

The grant system of the City of Helsinki is a tool to implement the Helsinki City Strategy. The system is used to develop the operating conditions of civil society and improve the City residents' opportunities for empowerment, movement, creation and agency. Helsinki is actively building partnerships with non-governmental organisations and other communities.

In Helsinki, the Youth Sub-committee of the Culture and Leisure Committee is responsible for the support and grants for associations offering youth activities, the Sports Sub-committee is responsible for supporting sports and physical activity associations, the Culture Sub-committee is responsible for supporting cultural associations, and the Social Services and Health Care Division is responsible for supporting associations that support social services and health care.

The Youth Sub-committee does not award grants for the youth activities of organisations that have the right to levy taxes, youth activities of trade unions, or the activities of student unions or statutory pupils' unions.

A prerequisite for the payment of grants is that the funds are used to support activities. They are not intended to maintain activities, for which reason every recipient association must have its own fundraising programme. It is also required that the activities that receive the grants support the principles of Youth Services and complement and diversify the youth work services in the City of Helsinki.

1.1 General terms and conditions of awarding grants

- 1) To receive grants, the activities must be intended for children or young people living in Helsinki. The prerequisite for the grants is that at least two thirds of the applicant's members and active participants are Helsinki residents aged under 29 (with the exception of the holiday camp grants) and that the applicant's registered office is in Helsinki. The member requirements and other criteria are defined in more detail for each type of grant.
- 2) Grants may only be used for the purpose prescribed in the grant decision. If no clearly specified purpose is prescribed in the grant decision, the grant must be used for the purpose stated in the application.
- 3) Grants cannot be awarded to be re-distributed to other organisations or private individuals.
- 4) Grants cannot be awarded to central or national organisations.
- 5) The City is entitled to collect money it is owed by the recipient organisation from grants awarded.
- 6) Grants are awarded on the condition that the City may demand that a grant be returned if it is being used for something other than the purpose indicated in the application, or if other conditions set for the grant's use are not being complied

with, or if the recipient has provided false or incomplete information to Youth Services regarding the grant.

- 7) Grants cannot be awarded for the same purpose from multiple allocations within the City.
- 8) Grants cannot be awarded for the same purpose from multiple types of grants of the Youth Sub-committee.
- 9) The grant must be used within the calendar year during which it was awarded.
- 10) When awarding grants, the Youth Sub-committee may use its discretion under widespread exceptional circumstances.

2 TYPES OF GRANTS

Annual grants include operating grants intended for actual operations, as well as holiday camp grants and hiring grants.

Project grants are one-time grants for organising a project, event or other occasion with a focus on youth activity, or for participating in one. Project grants include launching grants and club grants.

3 OPERATING GRANTS

3.1 Who can receive operating grants?

Operating grants are awarded to support the public activities of Helsinki-based associations for adolescents or young people, which started operating the previous calendar year, at the latest. The prerequisite for the grant is that at least two thirds of the applicant's members and active participants are Helsinki residents aged under 29 and that the applicant's registered office is in Helsinki.

In addition to this, more than 50% of the members and/or active participants of adolescent or youth associations or similar must be Helsinki residents aged 7–28 years. At its discretion, the Youth Sub-committee may also award operating grants to youth associations or branches that do not fully meet the criteria for members' age and/or place of residence.

For unregistered adolescent or youth associations, it is required that the association has rules of association and its administration, operations and finances are arranged similarly to those of a registered association, and that its signatories are of legal age. This means that a youth branch or similar must have its own cost centre specified in the accounts and budget and its operations must be visible in the operating plan and report of the parent association. Unregistered associations also include the adolescent or youth branches of organisations that can be distinguished from the parent organisation in the accounts.

3.2 Use of the operating grants

Costs eligible for the operating grant for adolescent or youth associations include the following:

Education costs

- Travel costs, teaching fees, rent and material costs of courses, training sessions or negotiations held by the association.
- Travel and attendance costs when association members participate in courses, training sessions, negotiations or meetings at a district or national level. Daily allowances are not included.

Costs of camp or excursion activities

- Transport, material, food, communications, insurance and rent costs of camps and excursions held by the association.
- Travel and attendance costs when a member or members of the association participate in camps held by the district or the central organisation.

Costs of leisure and recreational activities

- Material costs and minor equipment purchases related to the activities.
- Transport costs.

Costs of international activities

- Material costs, experts' fees and arrangement and hospitality costs related to visits to 'twin cities' or similar.
- The travel and attendance costs when the association is visiting an event, seminar, conference or camp held by its international umbrella organisation or affiliate organisation.
- Travel and attendance costs of another large-scale international youth event that promotes the international education of young people.

Salary costs

- Personnel costs.

Communications and administration costs

- Rent and similar office costs.
- Costs incurred from communication and publication operations.

The following costs are not eligible: costs of brokerage, fundraising or business, advertisement purchase costs, loan repayments, meeting fees, membership fees and depreciations. The grant cannot be used to fund the purchase of fixed assets.

3.3 Grounds for awarding operating grants

When deciding on the allocation, the association's need for the grant will be taken into consideration. To define this need, the following will be considered:

A Scope, purpose and quality of the applicant's operations

- Number of members or active participants living in Helsinki and aged 7–28 years.
- Number of different functions.
- The regional coverage of the association's operations and its role in complementing the youth work of the City of Helsinki.

B The applicant's financial situation

- The applicant's assets.
- The organisation's own fundraising being disproportionately low will reduce the grant sum.
- Administrative costs accounting for a disproportionately large proportion of the financial year's total costs will reduce the grant sum.

C Public grants or relief loans received by the applicant, and the use of these

D The proportion the operating grant totals of the costs of the previous year

- The grant may equal 80% of the approved costs of the previous year, at the maximum.

E The association's significance for youth politics and youth education

F Young people's participation in the planning and decision-making of the operations

3.4 Applying for the operating grant

The operating grant must be applied for by the end of February.

The decision on awarding the operating grant is made by the Youth Sub-committee.

Grants are only awarded upon application. More detailed instructions on applying for grants are presented in section 7. Decision-making process of awarding grants.

3.4.1 Applying for a rental grant in connection with an operating grant

Associations eligible for the operating grant are also eligible for the rental grant if they have rented their own premises. The rental grant may also be awarded to Helsinki-based adolescent and youth district associations whose local organisations or branches are eligible for the operating grant.

The rental grant can be awarded if the association is operating in the premises on four days a week, at the minimum. The Youth Sub-committee will decide on the policies for allocating rental grants and define the maximum sum of rental grants annually. An association may only receive the maximum sum of a single rental grant once a year.

The rental grant is applied for when applying for the operating grant. The rental sum being applied for must be included in the grant application. In this case, the grant application must include a statement on the rent.

Applicants applying for the rental grant for the first time must submit a copy of a valid rental agreement. If changes are made to the rental agreement, a copy of the new agreement must be attached to the application.

3.5 Advance payment of operating grants

Associations that received an operating grant from the Youth Sub-committee during the previous year are eligible for receiving an advance payment, which can amount to up to 50% of the grant received the previous year. The partnership director of Youth Services will decide on the payment of the advance.

You must apply for the advance by 15 December.

Grants are only awarded upon application. More detailed instructions on applying for grants are presented in section 7. Decision-making process of awarding grants.

4 HIRING GRANTS

4.1 Who can receive hiring grants?

Hiring grants are awarded to registered Helsinki-based youth associations and similar registered associations

- that have subordinate local youth associations, divisions, units or operating groups or if the nature of the organisation otherwise requires organising
- of whose active members at least two thirds are under the age of 29.

4.2 Use of the hiring grants

Costs eligible for the hiring grant include the following:

- costs of recruiting an employee
- statutory and voluntary social contributions and statutory insurance related to the recruitment
- travel costs related to the employee's work.

4.3 Applying for the hiring grant

The hiring grant must be applied for by the end of February.
The Youth Sub-committee will decide on the allocation of hiring grants.

Grants are only awarded upon application. More detailed instructions on applying for grants are presented in section 7. Decision-making process of awarding grants.

4.4 Assessment of district association operations

Associations applying for a hiring grant must undergo an operational assessment every three years. The Partnership Unit is responsible for assessing the operations. It will also submit a report of the assessment to the Youth Sub-committee attached to the proposal on hiring grants.

Every three years, the Youth Sub-committee will decide on the hiring grant policy, as well as the associations eligible for the grant, based on the operational assessment and grant criteria.

4.5 Grounds for awarding hiring grants

When deciding on the allocation, the association's need for the grant will be taken into consideration. To define this need, the following will be considered:

A *Scope, purpose, quality and need for employees of the applicant's operations*

- Number of members and active participants aged under 29 and living in Helsinki, as well as their proportion of all members and active participants.
- Number of different functions.
- Regional coverage and focus on Helsinki in the association's operations.

B *The applicant's financial situation*

- The applicant's assets.
- The organisation's own fundraising being disproportionately low will reduce the grant sum.
- Administrative costs accounting for a disproportionately large proportion of the financial year's total costs will reduce the grant sum.

C *Public grants or relief loans received by the applicant, and the use of these*

D *The association's significance for youth politics*

- Representation of young people's interests.
- Engagement of young people in society.
- The unique nature of the association.

In addition to these criteria, the significance of the applicant's operations for youth politics and youth education will also be considered.

4.6 Advance payment of hiring grants

Associations that received a hiring grant from the Youth Sub-committee during the previous year are eligible for receiving an advance payment, which can amount to up to 50% of the grant received the previous year. The partnership director of Youth Services will decide on the payment of the advance. For special reasons, the partnership director may award the advance hiring grant to associations that did not receive the hiring grant the previous year, but they will still follow the Youth Sub-committee's three-year policy on eligible associations.

You must apply for the advance by 15 December.

Grants are only awarded upon application. More detailed instructions on applying for grants are presented in section 7. Decision-making process of awarding grants.

5 HOLIDAY CAMP GRANTS

5.1 Who can receive the holiday camp grant?

The holiday camp grants are awarded to Helsinki-based associations that organise camps for a minimum of 10 Helsinki residents aged 7–16 years.

The applicant must implement four overnight and/or day camps, at the minimum. Overnight camps must last three nights, and day camps must span four six-hour days, at the minimum. In special cases, the grant may also be awarded to camps that do not meet this criterion.

The grant cannot be awarded to national associations or umbrella organisations.

All camps must be open to children and young people living in Helsinki.

The associations receiving the holiday camp grant must itemise the income and costs of the camps as an individual cost centre in their accounts.

5.2 Using holiday camp grants

Costs eligible for the holiday camp grant include the following:

- Transport, material, food, communications, insurance and rent costs of camps.
- Costs of recruiting camp personnel.
- Associations receiving the holiday camp grant may be audited in connection with the reporting regarding the use of the holiday camp grant specifically.

5.3 Grounds for awarding holiday camp grants

The grants for camp activities are awarded based on the number of camp days.

A camp day is calculated by multiplying the number of participants who are aged 7–16 and living in Helsinki by the duration of the camp. The price of an overnight camp may be different from the price of a day camp.

5.4 Applying for holiday camp grants

The holiday camp grant for camps held from 1 November to 31 October must be applied for by the end of October.

The Youth Sub-committee will decide on the grant allocation.

Grants are only awarded upon application. More detailed instructions on applying for grants are presented in section 7. Decision-making process of awarding grants.

6 PROJECT GRANTS

6.1 Who can receive project grants?

The project grant is a one-time grant for a youth activity project aiming to engage and socially empower young people. It can be received for organising a project, event or other occasion, or for participating in one.

The project grant cannot be awarded to projects that are included in the association's regular operations according to its operating plan.

The grant is awarded to adolescent and youth associations or youth activity groups where two thirds of the members and active participants are Helsinki residents aged 7–28 years.

For special reasons, the Youth Sub-committee may also award the project grant to associations operating outside youth work.

The grant may be awarded to a single project and its continuation projects for a total of three calendar years, at the maximum. Projects intended to span several years are required to have a clear timetable and assessment criteria when receiving for the first grant instalment. The project results must be assessed annually. These results must be attached to the application for the following year.

If the project was intended to span one year, grants for extensions are only awarded in special circumstances.

Grants are generally not awarded for administrative costs or other similar costs. Project grants are not used for the purpose of awarding personal travelling grants or scholarships. The grant cannot be used to fund the purchase of fixed assets, and it cannot be awarded for projects intended to make profit.

The grant cannot be awarded if the use of a previous project grant has not been reported in a sufficient manner.

Project grants are also awarded in the form of launching grants and club grants:

6.1.1 Launching grants

An adolescent or youth association starting or restarting its operations may apply for the launching grant to cover the costs of launching the operations. However, an association cannot receive both the launching grant and the operating grant for the same year. The Youth Sub-committee will decide on the grant allocation.

6.1.2 Club grants

Club grants are awarded to clubs for the purpose of arranging youth activities. The partnership director of Youth Services will decide on the grant allocation.

6.2 Use of project grants

The party awarding the grant will decide on the costs eligible for the grant.

6.3 Applying for project grants

Project grant applications may be submitted all year round, as long as they are submitted before the project or event in question.

The Youth Sub-committee will decide on project grants exceeding EUR 3,000, while the partnership director of Youth Services will decide on the project grants of EUR 3,000 or less.

Grants are only awarded upon application. More detailed instructions on applying for grants are presented in section 7. Decision-making process of awarding grants.

7 DECISION-MAKING PROCESS OF AWARDING GRANTS

7.1 Applying for grants

The application advertisements are published in the official journals of the City of Helsinki, the associations' newsletter of Youth Services and the City's website.

The application periods and the decision-maker are specified individually for each type of grant.

The grant applications and attachments must be submitted using the form intended for each type of grant via the City's electronic services.

New applicants must also attach the rules of the association and the bank's notice of the account owner or a copy of a bank statement to the grant application.

Associations that have previously received a grant must submit the documents mentioned above to Youth Services if there are changes to the information therein.

The appendices mentioned in the application for operating or hiring grants must be submitted by the end of March.

The application for the hiring grant must also include the names and number of members of the branches/groups under a district association or similar.

7.2 Notification regarding the grant decision

Associations to receive the grant will be informed of the Youth Sub-committee's or City official's decision in writing. Associations whose application was rejected will be informed of the decision and the grounds for rejection in writing.

All associations and activity groups who have applied for a grant will receive instructions for submitting a rectification claim attached to the decision.

7.3 Payment of the grants

The awarded grants and advances will be paid according to the City of Helsinki's general guidelines. The grants will be paid to the association's or activity group's account with a financial institution or against acceptable invoices or receipts. The party deciding on the grant will also decide on the method of payment. The partnership director will approve the grants based on the Youth Sub-committee's decision and delegated by it for payment.

The Youth Sub-committee is entitled to collect money it is owed from the grant awarded.

Youth Services will supervise compliance with the instructions for the use of the grants. If a grant recipient violates the terms and conditions of the grants, the grant may be recovered.

7.4 Reporting on the use of the grants

Operating and hiring grants

The use of the grants received in the previous year must be reported on in connection with a new grant application. The report must include the association's annual report, profit and loss statement, balance sheet and an auditor's or performance auditor's statement for the year in question, as well as the minutes of the annual meeting that indicate the processing of the financial statement and the formal approval of actions. The use of a grant received must also be reported on even if the association is not applying for a new grant.

Project grants

The report on the use of project grants, copies of receipts included, must be submitted to the Partnership Unit of Youth Services by the date specified on the decision.

The report on the use of the grant must be submitted using the 'Report on Project Grants' form. If a grant recipient has not submitted a sufficient report on the use of the grant by the date specified, the grant awarded will be recovered.

The use of the launching grant must be reported on when applying for the operating grant for the following year. The use of a grant received must also be reported on even if the association is not applying for a grant for the following year. The report must include the association's annual report, profit and loss statement, balance sheet and an auditor's or performance auditor's statement for the year in question.

Holiday camp grants

The use of the holiday camp grants will be reported in the 'Report on Holiday Camp Grants' form by the date specified on the decision.

7.5 Recovery of grants

When submitting an application form, the association is committing to repay the grant to the City of Helsinki if the decision on awarding the grant is overturned or the association violates the terms and conditions of the grant.

In addition to these conditions, the association is also committing to repay the grant to the City of Helsinki when applying for an advance payment if the association does not apply for or receive the actual grant for the year in question.

If an association has not submitted a sufficient report on the use of the grant by the date specified, the grant awarded will be recovered.

The partnership director of Youth Services will decide on the recovery of grants.

7.6 Supervising the use of the grants

An association receiving a grant will be committed to keeping its accounts and administration open for inspections. Youth Services is entitled to inspect the documents related to the accounts and administration of the associations receiving grants through random checks every year. When necessary, Youth Services may also task a third party with inspecting the accounting.

Youth Services will submit a report on the inspections to the Youth Sub-committee.

8 APPEALS IN MATTERS RELATED TO GRANTS

According to the Finnish Local Government Act, any party dissatisfied with the decision of the Youth Sub-committee or an officeholder under it may submit a rectification claim in writing. This should be directed to the Culture and Leisure Committee.

A rectification claim may be submitted by a resident of the municipality or by a party affected by the decision or a party whose rights, responsibilities or interests are directly affected by the decision. Rectification claim must be submitted in writing within 14 days of notification of the decision. A rectification claim is the mandatory prerequisite before an appeal against the decision of a municipal authority can be submitted.

For a decision made based on a rectification claim, an appeal against the decision of a municipal authority can be submitted to the Administrative Court of Helsinki. A decision given as a result of an appeal may only be appealed by the party who made the appeal. If the decision has, as a result of a rectification claim, been amended, other parties affected and residents of the municipality may also submit an appeal against the decision of a municipal authority. An appeal against the decision of a municipal authority must be submitted within 30 days of notification of the decision.

A resident of the municipality is deemed to have received notification of the decision when the minutes become publicly available.

9 ACCOUNTS OF THE ASSOCIATIONS

Associations receiving grants must keep records in accordance with the Accounting Act and the provisions pursuant to the Act. Financial records must be kept in a way that allows for the monitoring of the grant's use.

If the accounts of an association receiving a grant are included in the accounts of another organisation, the accounts must show the assets used and grants received for adolescent/youth activities.

The financial statements must always show grants received from the government, municipalities, parishes, the EU or other similar public bodies as separate items.