

## Conditions for the allocation and use of operating grants 1 (2)

1. The applicant's activities, operating principles and financing plans are considered acceptable by the Student Union. The organisation's operating methods do not conflict with HYY's objectives or Equality Plan.
2. The activities of the organisation receiving the grant are mainly aimed at HYY's members. The organisation must keep an appropriate record of its members and, when requested by HYY, deliver a register of its members who are also HYY's members to HYY.
3. Organisations that are awarded grants may not redistribute the funds they receive as personal grants to their members. The grants may not be used to pay salaries or remuneration.
4. Awarding the grants is primarily based on the organisation's activities. Other issues taken into account are the organisation's member count, systematic financial management and need for the grant as well as the supervision of the use of grants awarded by HYY in the previous years.
5. The organisation's own fundraising (in the form of a membership fee, for instance) is also generally required for it to receive an operating grant. The organisation's own fundraising does not generally cause a reduction to the grant.
6. The organisation does not have to be registered to the Finnish Patent and Registration Office's Register of Associations. However, an unregistered association may not receive a larger operating grant than 420 euros per year unless otherwise decided on special grounds. The most important exceptions to this rule include student nations, the Faculty Association for Theology Students and HYY's Representative Council groups. In other cases, the justifications must be separately included in the justifications for the allocation.
7. The application for the operating grant is filled in the TAHLO system on HYY's website, and the application's attachments are delivered to the Student Union by the deadline set by the Financial Committee. The applications of organisations that have not filled in the electronic form will not be processed. At least a preliminary version of all attachments, with the exception of the audit or performance audit report, must be submitted along with a justified written report on why the document in question cannot be delivered by the deadline. The final versions of the attachments must be delivered as soon as they are finalised. In case the preliminary attachments are not delivered, the amount of the grant may be reduced or the grant not awarded at all.

The allocation of the grants is based on the attachments delivered by the organisations. The people processing the applications form an overall view of

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the organisations' activities and financial situation based on the attachments. A free-form report on a certain issue may be attached to the application if the organisation considers it to have significance in the processing of the grant.

8. The finalised attachments of the previous year's operating grant application must be delivered by the date set for the current year's call for operating grant applications for the organisation to be able to receive the operating grant for the current year.

8.1. Organisations involved in Representational Council politics that have not delivered the finalised attachments of the operating grant application in the aforementioned target time must deliver documentation on what HYY's grant has been used on by the end of the year.

9. The Student Union's receivables from an organisation are deducted from the grant awarded to that organisation.

10. The grant may be reclaimed completely or partially if it is used for other purposes than those it was applied for, if the conditions set for it are not fulfilled or if the applicant has given false information to HYY or otherwise misled the Student Union. Before reclaiming the grant, HYY will request the organisation to provide a clarification on the suspected misdemeanour. HYY's Financial Committee makes the decision on returning the grant, and the decision may be appealed to HYY's Board within 30 days of the decision having been given.

11. The Board of the Student Union has the right to have the recipient of the grant's complete use of funds reviewed, and the recipient is obliged to present all related documents and to assist in their inspection.

12. When allocating the operating grants, factors that may be considered as reasons for increasing the grant are the organisation's place of operation and thus its opportunities to participate in the training sessions, meetings and similar events organised by HYY to support organisational activities as well as the organisation's opportunities to utilise other organisational services provided by HYY.