

ALLOCATIONMODEL FOR THE OPERATING GRANTS

This document guides the allocation of operating grants to HYY's organisations, defines the criteria for allocating the grants and determines the maximum changes in and minimum amounts of the grants.

MAXIMUM CHANGES IN AND MINIMUM AMOUNTS OF THE OPERATING GRANTS

An organisation's grant cannot increase or decrease by over 35 per cent. This rule does not cover organisations that have been accepted to operate under HYY a maximum of 3 years ago. The amount of grant is compared to the grant awarded in the previous year. If the organisation has not received a grant from HYY the previous year, the grant is compared to the last awarded grant up to three years back. If a longer time has passed since the organisation has received a grant, the organisation will be treated like a new organisation. Each allocation group must enter feedback for the organisation into TAHLO, so that it is clear how the organisation's grant was formed and why it has increased or decreased.

The initial amount of grant paid to new organisations is 100 euros. An organisation's grant may increase by more than the limit of 35 percent for up to three years from the organisation having been accepted to operate under HYY.

The smallest amount of grant paid at all is 50 euros. If the total score received by an organisation does not entitle it to receive a larger grant than 50 euros, no grant will be paid.

If changes have been made to the total amount of operating grants awarded, the same percentual share will be added to or subtracted from the organisation's last year's grant before the comparison is made.



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The Financial Committee may use discretion in individual cases when it considers the situation to be exceptional. This applies to new organisations, for instance. The Financial Committee must provide justifications for exceptional cases.

QUANTITATIVE CRITERIA (40 PISTETTÄ)

Number of members (30 points)

The member register acts as the basis for the number of members, and the Financial Committee may request the register for inspection in unclear cases. If the number of members is based on something other than the register, such as an email list, a multiplier of 0.5 is used (number of members * 0.5). A minimum of half of the members of the organisation must be members of HYY, with a minimum of 10 members of HYY in total. Only **those members of the organisation who are also members of HYY** are counted towards the number of members.

The number of the organisation's members is compared to the largest or nearly largest organisation of its category in a way that retains a reasonably even distribution of points throughout the category by preventing the largest couple of organisations from skewing the distribution too much. If the number of members used as the point of comparison is nearly the largest, the numbers of members that are bigger than this are considered the same as the number used as the point of comparison

Number of events (10 points)

In this document, events refer to activities that are organised by the organisation itself and that members can participate in or that otherwise help realise the purpose of the organisation. Events organised in cooperation with other organisations are included in the number of events. When calculating the number of events, a distinction is made between administrative events and meetings on the one hand and events aimed at the members of the organisation on the other. Administrative events and meetings are worth half a point per event. A minimum of 4 people must participate in an event for it to count towards the number of events.



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The number of events is compared to the largest or nearly largest organisation of its category in a way that retains a reasonably even distribution of points throughout the category by preventing the largest couple of organisations from skewing the distribution too much

QUALITATIVE CRITERIA (48 POINTS)

1. Documents (6 p)

- 1.1. Is the balance sheet accurate? **1p**
- 1.2. Do the financial documents (budget, income statement, balance sheet) include a comparison to the previous accounting period? **1p**
- 1.3. Has the performance audit report been signed? **1p**
(If it has not, there must be an acceptable explanation for this.)
- 1.4. Have the organisation's financial documents been made at least with the same level of precision as the model documents, taking into account the extent of the organisation's operations? **2p** (2 p if they have been made with the same level of precision, 0 p if not)
- 1.5. Has data protection been taken into account in the organisation's activities in the form of a privacy statement or file description? **1p**

If any of the following documents is not submitted without an acceptable reason, no points are awarded for this section:

- Budget
- Income statement
- Balance sheet
- Signed performance audit report

Quality and diversity of activities

2. Equality and safety (6 p)

- 2.1. Does the organisation have someone in charge of equality (person in charge of equality, harassment contact person or similar) or some other party appointed for the task (e.g. equality team)? **1p**



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- 2.2. Does the organisation have principles of safe space or a similar document in use? **1p**
- 2.3. Is there a person in charge of safety at events? **1p**
- 2.4. Does the organisation have a form on problem situations, equality or something similar in use to allow people to give anonymous feedback concerning equality or safety? **1p**
- 2.5. Does the organisation have an equality plan or something similar, either as a separate document or as part of its action plan? **1p**
- 2.6. Does the annual report feature concrete measures that promote equality (other than those asked in the previous questions)? **1p**

3. Communication and transparency (6 p)

- 3.1. Are the agendas and minutes of the organisation's board's and association's meetings accessible to members without the need to separately request them (e.g. in a folder or email list)? **1p**
- 3.2. Does the organisation communicate in at least one other channel than social media (e.g. email or website)? **1p**
- 3.3. Are board meetings generally open to individual members or members of member organisations or do you ensure the transparency of the meetings in some other way? **1p**
- 3.4. Does the organisation have a regular, at least monthly newsletter during academic terms? **1p**
- 3.5. Does the organisation plan its communication in its action plan, communication plan or similar document? **1p**
- 3.6. Does the organisation communicate about events and its operation in at least two different languages? **1p**

4 Orderliness, development of operations and feedback (6 p)

- 4.1. Does the organisation's annual report reflect on the successes and things to improve in its operations? **1p**
- 4.2. Does the organisation collect feedback on its activities? **1p**
- 4.3. Are the operations developed based on feedback? **1p**



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- 4.4. Does the organisation systematically provide its volunteers with training/orientation for their tasks? **1p**
- 4.5. Are there written instructions/job descriptions/testaments on the contents of the duties of the different members of the board? **1p**
- 4.6. Does the organisation plan its operation on a time frame of over one year? (This can be demonstrated by an action plan featuring planning on a time frame of several years or a strategy, for instance.) **1p**

5. Physical and remote events (5 p)

- 5.1. Are events organised every month during academic terms? **1p**
- 5.2. Are different kinds of events organised? (You must list different types of events.) **1-3 p** (1 p for one type, 2 p for two and 3 p for three or more)
 - 5.2.a. Non-alcoholic hangouts and parties
 - 5.2.b. Other hangouts and parties
 - 5.2.c. Study-related events, such as seminars
 - 5.2.d. Career-related events, such as excursions
 - 5.2.e. Culture events
 - 5.2.f. Study trips
 - 5.2.g. Sport and wellbeing events
 - 5.2.h. Religious and spiritual events
 - 5.2.i. Societal events
 - 5.2.j. Other events (this item can include several types of events that count towards the points)
- 5.3. Are cooperation events organised? **1p**

6. Recruitment of members and activities for new members (2 p)

- 6.1. Do you have activities aimed at new members or people? **1p**
- 6.2. Does the organisation have activities for new members or people during both the autumn and spring terms? **1p**

7. Sustainable development (4 pistettä)

- 7.1. Does the organisation have a person in charge of the environment? **1p**



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- 7.2. Does the organisation have an environmental plan or a similar document? **1p**
- 7.3. Does the organisation take the environment into account in a concrete manner? **1p** (At least 3 of the following must be fulfilled.)
- 7.3.a. Favouring vegetarian food
 - 7.3.b. Minimising food waste
 - 7.3.c. Avoiding disposable dishes
 - 7.3.d. Avoiding disposable decoration
 - 7.3.e. Avoiding the use of paper
 - 7.3.f. Recycling
 - 7.3.g. Favouring public transport
 - 7.3.h. Communication on environmentally friendly travel options
 - 7.3.i. Some other measure than those mentioned above (this item can include several different measures that count towards the points)
- 7.4. Does the organisation take social sustainability into account in a concrete manner? **1p** (At least two of the following must be fulfilled.)
- 7.4.a. Charity
 - 7.4.b. Participation in demonstrations or marches
 - 7.4.c. Favouring Fair Trade products in acquisitions
 - 7.4.d. Awarding honours related to the theme
 - 7.4.e. Some other measure than those mentioned above

8. Wellbeing of active members/ looking after those involved in the activities (8 p)

- 8.1. Does the action plan pay attention to the wellbeing of people involved in the activities? **2p**
- 8.2. Does the organisation's annual report feature planned measures that are part of your ordinary operations and taken to support the wellbeing of people involved in the activities and (e.g. discussions on the matter)? **2p**
- 8.3. Does the organisation's annual report feature measures that are not a part of your ordinary operations and have been taken to support the wellbeing of people involved in the activities (e.g. pints after meetings)? **2p**
- 8.4. Is group formation among the board or the people involved in the activities encouraged or do they receive thanks? **2p**



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9. Internationalisation and taking international students into account (2 p)

- 9.1. Does the organisation try to take international students into account in other ways than through multilingual communication? **2p**

10. Participation in the HYY community (3 p)

- 10.1. Does the organisation participate in the Fresher Adventure? **1p**
- 10.2. Does the organisation participate in training events organised by HYY (Alina training does not count for this)? **1p**
- 10.3. Does the organisation participate in the buzz around HYY's social media and communication (e.g. sharing posts on social media, IG takeovers, social media campaigns)? **1p**

ORGANISATION-SPECIFIC CRITERIA (5-11 PISTETTÄ)

Subject and faculty organisations (11 p)

1. One of the following must be fulfilled: **1p**
- a) Does the organisation have activities that support studies (e.g. study circles, training on study techniques, mentoring, exam archives, support courses or similar)?
 - b) Does the organisation support the people of the member organisations or organise cooperation between the organisations (through e.g. meetings for the people, cooperation organs)?
2. Does the organisation have regular face-to-face contacts with the personnel of the faculty or subject? E.g. a coffee hour with the subject/department or some other hangout event. **1p**
3. Does the organisation keep in contact with the student representatives in administration? **1p**
4. Does the organisation participate in the faculty's organisations' cooperation on advocacy work? (If there is only one organisation in the faculty, the answer is yes provided that the organisation conducts any advocacy work at all.) **1p**



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5. Does the organisation have objectives in its educational policy advocacy work? **1p**
6. Does the organisation conduct cross-disciplinary cooperation on recreational matters with other subject or faculty organisations? The organisations must be from different degree programmes. **1p**
7. Does the organisation organise diverse fresher activities? See the previous event categorisation; at least two of the categories must be realised. **1p**
8. Does the organisation keep in contact with the tutors of the subject or does it have a person in charge of freshers or tutors, for instance? **1p**
9. Does the organisation organise alumni activities or cooperate with the alumni? **1p**
10. Does the organisation organise career events or activities that support its members in finding employment (events, excursions)? **1p**
11. Does the organisation strive to reach international students? **1p**

Student nations (9 p)

1. Does the nation have weekly recurring activities during academic terms? **1p**
2. Does the nation organise activities that support studies (e.g. seminars, thesis circles)? **1p**
3. Does the nation organise diverse fresher activities? See the previous event categorisation; at least two of the categories must be realised. **1p**
4. Does the nation organise tutor activities? **1p**
5. Does the nation organise alumni activities or cooperate with the alumni? **1p**
6. Does the nation organise activities for the residents of its area of origin (e.g. information events for senior students of general upper secondary schools or similar)? **1p**
7. Does the nation organise activities aimed at all student nation members? **1p**
8. Does the nation organise activities in cooperation with other Finnish organisations? **1p**
9. Does the nation cooperate with foreign organisations? **1p**



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Culture organisations (5 p)

1. Does the organisation rehearse regularly? (Infrequent but regular rhythm is enough for small organisations, and the spexes' half-year-long rehearsal season is also ok.)? **1p**
2. Does the organisation provide its members with opportunities to develop themselves (e.g. song practice, training, etc.)? **1p**
3. Does the organisation organise hobby activities outside large productions? **1p**
4. Is the communality among the members supported by means outside the organisation's actual purpose? (E.g. does the tuba club go skiing or to have a pint after rehearsals.) **1p**
5. Does the organisation communicate about entrance exams or auditions or other opportunities to join the activities in several channels? **1p**

Others (7 p)

1. Does the organisation organise courses introducing new and potential members or people to its activities, such as training events or other events where people can get to know each other? **1p**
2. Does the organisation provide its members with opportunities to develop as a practiser of the organisation's activities by, for instance, organising courses, competitions or training events that provide a deeper understanding of the field? **1p**
3. Does the organisation have member services, benefits or other resources meant for its members? **1p**
4. Is the communality among the organisation's members supported by means outside the organisation's actual purpose? **1p**
5. Tekeekö järjestö yhteistyötä muiden saman alan järjestöjen kanssa? **1p**
6. Does the organisation have any unique special characteristics within HYY's field of operation? **1p**
7. Does the organisation display its activities to the members of the University community by participating in organisation fairs, advertising itself to HYY's other organisations or distributing advertisements, for instance? (Opening Carnival as the biggest event) **1p**