



General grounds for grants and stipends

As of January 1, 2018

City of Vantaa

City Executive Board



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GENERAL GROUNDS FOR CITY-AWARDED GRANTS

APPLICATION

The general grounds for grants awarded by the City of Vantaa are applied to promoting, granting and monitoring the use of organizations' and other communities' sports, cultural and youth activities, health and welfare promotion, applying for civic grants and stipends for private persons.

The general grounds for grants are primarily applied in relation to grant-type-specific grounds.

GENERAL GOALS AND VALUES

Grants are awarded for activities that are compliant with the City of Vantaa's values and that promote realization of the city's strategic objectives and that supplement the city's own service provision.

Furthermore, the applicant's operations shall be based on the principles of sustainable development, non-discrimination, and social inclusion.

In addition, recipients of grants should account for the policies compliant with the Nonsmoking Municipality operational program. The body awarding the grant can outline

focuses for the grants.

APPLYING FOR GRANTS

The application periods and deadlines for submitting grants are announced in a public notice; nevertheless, at the latest before the beginning of the application period concerning operating grants. The public notice is posted on the city's website.

General application periods are announced in grant-type-specific instructions.



Grant applications and required appendices shall be delivered by the deadline specified in the public notice to the delivery points during their opening hours. If electronic and paper forms as well as forms submitted to be delivered by Itella are not at the delivery points by the deadline, they are deemed overdue.

The authority handling the grant applications can, furthermore, set a date by which documents supplementing insufficient applications or lacking documents are to be delivered. Any applications remaining insufficient after the supplementing request will be handled as delayed.

GENERAL GROUNDS FOR AWARDING GRANTS

1. Grants are awarded upon application to Vantaa associations or other communities or to non-residents, if their supported activities are targeted at Vantaa residents. The persons applying for grants and stipends for private persons shall live in Vantaa.
2. When awarding a grant, the quality and extent of the applicant's operations will be assessed and the methodicalness of operations, the applicant's own financial contribution, and realization of grants previously awarded to the applicant in question will be accounted for.
3. A grant can only be awarded to an applicant whose application has arrived by the deadline.
4. The grant awarded is applicant-specific and cannot be transferred to another community.
5. When required, the grant-recipient shall cooperate with the city on issues related to the grant.
6. A community that has received a grant has to publish in its annual report or in another way required by the body awarding the grant that the community has received financial assistance from the City of Vantaa.
7. Grants will not be awarded to activities for which the community has received or receives assistance from another city official or from another grant type.



8. Grants will not be awarded to activities whose purpose is to wholly or partially promote spreading of a religious message or to carry out religious work.
9. Operating grants and project assistance will neither be awarded to services of such organizations or communities that are included in the City of Vantaa's purchase agreement.
10. If the grant is spent on paying salaries or fees, the grant-recipient is responsible for paying withholding taxes and other statutory fees.

GENERAL GROUNDS FOR AWARDING OPERATING GRANTS

An operating grant is awarded for basic operations compliant with the association's rules.

Religious and party-political associations can only be awarded an operating grant for operations consistent with the city's strategic outlines.

An operating grant can be applied for costs arising from operations that are supported by the grant.

In addition, other costs not supported by the grant are defined on a grant-type-specific basis.

The City of Vantaa's support percentage (%) of an applicant's acceptable operating costs is specified on a grant-type-specific basis.

When applying for operating grant or liability to grant, the following appendices to the application must be provided:

- association's rules (new applicants and changed information),
- bank-certified information about the account-holder (new applicants and changed information),
- action plan and budget for the grant period.

When awarding operating grants, the grant decisions shall also state the premises and/or rent subsidy received by the applicant.

When accounting for operating grants, proceeds and costs arising from operations shall be itemized per operating areas in the profit and loss account or its appendix. If the grant amounts



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to €500 or more, the previous year's annual report, approved financial statement, and approved audit report are also required as appendices to the account form.

In case of grants below €500, the documents shall be delivered separately upon request.

GENERAL GROUNDS FOR AWARDING PROJECT ASSISTANCE

Project assistance is primarily awarded for events, projects, productions, exhibitions, courses, camps, and excursions.

Project assistance is only granted for costs related to the activities described in the grant application.

Project assistance will not be granted for:

- events that are connected with the applicant's basic operations and that are primarily supported by means of operating grants,
- events or projects that generate profit or whose essential purpose is fund-raising. If the event for which the assistance was granted generates profit, the assistance will be revised on the basis of accounting,
- investments and acquisition of fixed or tangible assets
- events with party-political purposes,
- events before and after municipal, national or EU elections that are implemented or performed by a candidate for the election in question or that otherwise include election-related advertising or other related activities.

In addition, other costs not supported by the grant can be defined on a grant-type-specific basis.

Applications for project assistance must be submitted at the latest 21 days before the beginning of the events or projects to be supported.

Separate, grant-type-specific instructions can be given for project assistance.



PAYING GRANTS

Grants and stipends can be paid, at the earliest, when the decision on awarding the grant or stipend enters into force. Operating grants will be paid when the authority awarding the grant has received an acceptable account of spending the grant during the previous year. Project assistance will be paid upon an account of documents detailing payments made.

A grant or a part of it can also be paid in advance upon a written obligation. The person applying for prepayment is obliged to pay back the grant, if the grant decision is repealed, or if the preconditions for the grant are not fulfilled.

Depending on the grant type, paying the grant may require a partnership agreement between the city and the supported community.

SUPERVISING THE USE OF GRANTS

The grant must be used for the purpose it was awarded.

A community awarded an operating grant or project assistance shall compile an account—based on receipts paid—that verifies that the grant was spent on the purpose it was awarded to.

The account shall be provided by the date specified by the authority awarding the grant. As regards an operating grant, the account shall be signed by a person responsible for the community's finances or by auditors or performance auditors, and in the case of project assistance, the account must be signed by the person responsible for the community's finances.

The grant recipients shall apply the Accounting Act and its statutes and regulations to their bookkeeping. The use of the grant shall be easily monitored in bookkeeping.

The authority awarding the grant has the right to monitor the grant recipient's operations, administration and bookkeeping to the extent the authority deems necessary to verify that the grant is used in accordance with the grant conditions.

Associations that receive operating grants shall apply the Auditing Act and the Associations Act to their auditing or performance auditing.

A grant will be fully or partly collected if:

- its use deviates from the purpose it was granted for,



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- the applicant receives or has received assistance for the same activity from another city authority,
- the decision on awarding the grant is repealed,
- the data given in the grant application are faulty or
- no acceptable account of using the grant has been delivered by the deadline,
- the grant has not been fully spent.

The authority awarding the grant makes the decision on approving or rejecting the account as well as the decision on collecting.

The authority awarding the grant can, upon a separate application, decide on spending the grant awarded for the fiscal year in question during the next fiscal year. For specific reasons, the grant can be awarded to be spent in the course of several years.