

# Sports-related civic activity grants

## **APPLICATION INSTRUCTIONS 2016**

In a meeting held on 8 October 2015, the Sports Committee decided on the forms of funding for sports-related civic activity, the eligibility requirements for funding, the application periods, and the grounds for calculating the amounts of the grants, as stated in these application instructions.

The application instructions follow the grant guidelines provided by the City of Helsinki Economic and Planning Centre on 12 December 2011: General guidelines for distributing the city's grants. The city's grant guidelines shall apply to the distribution of grants insofar as it is not provided in the Sports Committee's application guidelines.

### 1. Sports-related civic activity grants

The Act on the Promotion of Sports and Physical Activity (390/2015) sets out provisions on the promotion of physical activity and top-level sports; the responsibilities of and cooperation between the central and local government; the government administrative bodies; and the funding to be provided by the state in the field of sports and physical activity.

The objective of the Act is to promote:

- 1) the opportunities of various demographic groups to engage in physical activity;
- 2) the well-being and health of the population;
- 3) the maintenance and improvement of the capacity for physical activity;
- 4) the growth and development of children and young people;
- 5) civic action in the field of physical activity, including club activities;
- 6) top-level sports;
- 7) integrity and ethical principles in the context of physical activity and top-level sports; and
- 8) greater equality in sports and physical activity.

The efforts to achieve these objectives are based on the principles of equality, non-discrimination, social inclusion, multiculturalism, healthy lifestyles, respect for the environment and sustainable development. (Section 2 of the Act on the Promotion of Sports and Physical Activity 390/2015)

The responsibility for creating opportunities and facilities for engagement in physical activities at the local level rests with the local authorities. The local government shall provide opportunities and facilities for physical activity for the residents of the municipality by:

- 1) providing physical exercise services and organising physical activities that promote general health and well-being with due regard to the various target groups;

- 2) supporting civic action including club activities; and
- 3) constructing and maintaining facilities for physical activity.

(Section 5 of the Act on the Promotion of Sports and Physical Activity 390/2015)

Physical activity is largely based on voluntary civic activity. Municipalities receive annual, calculated central government transfers for the costs of sports services, to be used to support associations and the physical activities of pensioner groups and special groups, among other things.

The City of Helsinki Sports Services reserve approximately EUR 7 million per year for sports-related grants in its budget. The Sports Committee may only distribute funding to associations that have applied for it by the deadline.

The role of the Sports Committee is to decide on the distribution of the funding at the committee's disposal, monitor the use of the funding, and approve the grounds on which the municipal office holder decides on the aforementioned matters (City of Helsinki Sports Services Ordinance, approved by the City Council on 18 June 2014, Subsection 5 of Section 4).

## 2. Actual grants for sports-related civic activity

The actual grants for sports-related civic activity are

- The operating grant
- The facility usage grant
- The orienteering map grant and
- The transport grant for pensioner groups and special groups

The eligibility requirements confirmed by the Sports Committee must be met in order to be eligible for any of these grants.

### 2.1. Eligibility requirements

Eligibility can be granted to sports associations, pensioner groups and special groups that apply for the eligibility and meet the following criteria:

1. The registered domicile of the sports association is Helsinki. The association primarily operates in Helsinki and its activities are open to all residents of Helsinki.
2. The association operates on a non-profit basis and its operations are necessary in that they complement the offering of the Helsinki Sports Services.
3. The operations of the association are established. In order to be eligible, the applicant association must be registered with the Finnish Patent and Registration Office in accordance

with the Associations Act, and it must have been active for one whole calendar year before applying for the eligibility. This does not apply to cases where an association has changed its name, a division has registered as a separate association, or the operations of two or more associations that have been granted funding in the past are entirely or partially joined together.

4. The primary field of operations of eligible sports associations must be sports and exercise according to their own rules. The umbrella organisation for the sports activities they provide must be a member of the national sports organisation and/or be covered by the State funding for national sports organisations, offered by the Ministry of Education and Culture. If less than 50% of the operations of an association consist of forms of physical activity that do not meet the requirements, the association may apply for the grant for other associations that promote physical activity. In order to be eligible, pensioner groups or special groups must organise regular physical activities for their members.
5. In order to be eligible, sports associations must organise regular physical activities led by an instructor for their members at least 10 times within any period of 3 months, taking the nature of the sport into account.
6. The association's instructor-led sports and physical activities must be attended by at least 50 active members who live in Helsinki, or, alternatively, at least 20 active members under the age of 20 who live in Helsinki. The number of members participating in the regular physical activities of pensioner groups or special groups is expected to be in line with the functional capacity of the participants and the type of exercise in question.
7. The associations commit to follow the principle of good governance as well as the principle of fair play for sport and exercise as defined by Valo ry.

## 2.2. Providing information on the eligibility requirements and application process for grants

The City of Helsinki's grants are announced available for application with a joint announcement that is published in selected newspapers before the end of the year, after the budget has been approved. The announcement is also published on the city's website. The Sports Department also announces available grants on its own website, for example.

## 2.3. Applying for eligibility and grants and the deadlines for submitting grant applications

The exact date for submitting grant applications is provided annually in the city's joint announcement. The Sports Services' grants become available for application once a year, and applications should mainly be submitted using the electronic system at [asiointi.hel.fi](http://asiointi.hel.fi). In exceptional cases, grant applications may also be sent to the City of Helsinki Registry at the following address: The City of Helsinki Registry, Sports Department, PO Box 10, 00099 CITY OF HELSINKI (Street address: City Hall, Pohjoisesplanadi 11–13). In

this case, the application must be prepared using the form available in the e-portal (asiointi.hel.fi) and signed.

The same form must be used when applying for eligibility, the operating grant and the facility usage grant in 2016. The deadline for the applications is 15 February 2016. Applications sent to the City Registry must arrive there by 4 pm on 15 February 2016.

**Applications for eligibility and the operating grant** must be submitted by the due date with the following appendices:

- Operations appendix
- Action plan and budget for the year of application
- Profit and loss account and statement of financial position (the most recent confirmed report, 2014 or newer)
- Copy of the auditor's report (the most recent confirmed report, 2014 or newer)
- Annual report (the most recent confirmed report, 2014 or newer)

**Applicants for the facility usage grant must submit the receipts for the previous year's rent as appendices.**

**If the association's information has changed or the application pertains to a new association, the following must be submitted**

- Rules of the association
- The bank's notice of the account holder or a copy of the bank statement
- Extract from the Register of Associations

**In the grant application process for 2016, juniors refer to children and young people born in 1996 or after.**

Applications for the orienteering map grant and the grant for pensioner groups and special groups must be submitted using their own separate forms by 15 February 2016. These applicant associations must also apply for eligibility, using the form for the operating grant and the facility usage grant. The applicant association cannot receive the orienteering map grant or the transport grant for pensioner groups and special groups without first being granted eligibility, which must be applied for using the form for the operating grant and the facility usage grant.

**Applicants for the orienteering map grant must submit the following appendices**

- the orienteering maps to which the application pertains
- the invoices and receipts related to the preparation of the maps

**Applicants for the transport grant for pensioner groups and special groups must submit the following appendices**

- receipts of the transport costs

The documents, both electronic and paper versions, must arrive at the sending address by the deadline. Applications arriving after the deadline will be rejected. The person processing the grant applications may issue a deadline for submitting additional information or missing documents to applications that are incomplete. If the missing information or documents have not been submitted by the deadline issued by the office holder, the incomplete application will be rejected. In this case, the sports association, pensioner group or special group cannot be granted eligibility, nor the operating grant or facility usage grant for the year in question.

#### 2.4. Granting eligibility and awarding grants

The Sports Committee decides on the eligibility of sports associations, pensioner groups and special groups, as well as the allocation of grants, annually. A sports association, pensioner group or special group may only be granted eligibility if it meets the eligibility criteria and submits its application by the deadline.

The manner in which the associations provide their information is taken into consideration in the allocation of grants. If an inspection finds that an association has purposely provided incorrect information, the association may be denied the grant on a discretionary and case-by-cases basis. The matter will be decided by the Sports Committee in connection with the decision on the allocation of grants.

#### 2.5. Operating grant

The Sports Committee decides on the allocation of the operating grant annually. A sports association may only be granted the operating grant if it meets the eligibility criteria and submits its application by the due date. The minimum amount of the operating grant is EUR 200. The operating grant may cover a maximum of 50% of the eligible expenses. Eligible expenses refer to any expenses incurred as a result of the physical activities of the sports association, pensioner group or special group. Loan repayments, interest, depreciation, reservations or other calculated items that are not based on actual expenses are not considered to be expenses resulting from physical activities.

If an association carries out its operations in a manner that meets the characteristics of business operations, as defined by the tax authority, Sports Services will not provide funding for such operations. Only non-profit operations are eligible for funding.

The operating grant for sports associations is intended as general funding, and the association may decide on its allocation. However, the operating grant may not be used to cover the costs of fundraising, business activities or investing, or to increase financial assets or other long-term investments. The funding may also not be further distributed to other communities or the association's members as personal grants. The grant is intended for the association's general operations. The grant

for pensioner groups or special groups is targeted funding that must only be used for costs resulting from physical activities.

The amount of the operating grant is reduced by any funding granted to the association for the same operations by the city's other administrative departments or other public bodies.

### 2.5.1. Calculating the operating grant

- **Regularity**

When the regular training activities that serve as the basis for the funding are calculated, only activities that are provided for the same target group at least ten times within any period of three months are taken into account.

- Weight on activities for children and young people 80% – activities for adults 20%
- The calculations place a 30% weight on the number of active members living in Helsinki and a 70% weight on the number of training sessions they complete, which are used to form calculated exercise occasions.
- The calculations also consider the ratio of the number of coaches or instructors who have received at least level 1 coach and instructor training to the number of people in the group being instructed as a so-called quality factor.

When applying for a grant, all sports associations, pensioner groups and special groups must provide the following information on their operations for the calculations: the number of active members living in Helsinki, the number of training sessions, and the number of coaches or instructors who have received at least level 1 coach and instructor training.

- **Active member living in Helsinki** = an individual who participates in the association's instructor-led physical activities regularly, at least ten times within any period of three months.
- **Training session** = instructor-led physical activities or training related to sports that last at least 30 minutes and take place regularly during the training hours reserved for the association.
  - When calculating the number of training sessions, only physical activities involving at least four active members and at least one instructor are taken into account.
  - Only physical activities organised by the association itself for its own members count as training sessions.

- Training sessions are taken into consideration in the calculations as exercise occasions. One active member may only generate one exercise occasion per day to the funding calculations, regardless of the amount of training performed by the member on that day.
- **Coach with at least level 1 training** = A coach or instructor who has completed at least level 1 training provided by the sports federation or a regional organisation<sup>1</sup> or who has a vocational qualification or degree in sports.

<sup>1</sup> VOK, the basics of coach and instructor training (in Finnish): [www.valmentajakoulutus.fi](http://www.valmentajakoulutus.fi)

## 2.6. Facility usage grant

The Sports Committee decides on the allocation of the facility usage grant for sports associations, pensioner groups and special groups annually during the same meeting when deciding on the eligibility. A sports association, pensioner group or special group may only be awarded the facility usage grant for facilities not managed by the Sports Department if it meets the eligibility criteria and submits its application by the deadline.

The facility usage grant is awarded to sports associations, pensioner groups and special groups for the entire year of 2016 for regular physical activities taking place in facilities not managed by the Sport Department.

The grant is allocated per year, based on the actual rents from the previous year and the facility usage plan for the application year. The maximum amount of the grant may not exceed the amount of the facility usage grant applied for.

The amount of the facility usage grant is determined based on the amount allocated for the purpose and the eligible rental costs. Once the City Council has decided the city's budget for the year of funding, the Sports Committee decides on the apportioning of the allocated EUR 7 million to the various forms of funding for civic activity. The facility usage grant is focused on activities provided for people under the age of 20.

The maximum hourly price of the facility usage grant is €23/hour.

The following maximum hourly prices are an exception: 25-metre lane at the swimming hall €13/hour, 50-metre lane at the swimming hall €16/hour, and training hours for people under the age of 20 at the ice hall €42/hour.

Only rents pertaining to regular training hours that involve at least four trainees and an instructor can be accepted.

Sports associations, pensioner groups and special groups that received funding in 2015 are entitled to use the facilities free of charge during their regular training hours until 30 April 2016.

With regard to sports facilities rented by the association for its own use or facilities managed by the association, the facility reservations used by the association for its own regular training activities will be taken into account in the calculation, while income from reservations sold to other users will reduce the amount of funding.

## 2.7. Orienteering maps

Associations that meet the eligibility criteria may apply for a grant based on the manufacturing costs of orienteering maps from the previous year. The grant applies to orienteering and teaching maps reported to the map register of the Finnish Orienteering Federation. The grant can only be awarded for completed new, remapped or updated maps printed in 2015 that must be attached to the grant application. Eligible costs for the grant include the costs of printing, background materials (permits, aerial photography, copying and drawing) and fieldwork. The application must include proofs of payment or copies of them for all costs, to be broken down by map.

Work performed on a voluntary basis without remuneration will be taken into account according to the table below:

Map type	Hours maximum/km2	Hours maximum/km2	Hours maximum/km2
New map	50	10	500
Remapped map	30	10	300
Updated map	20	10	200

If the map includes different methods of mapping (new, remapping and updating), the amount of voluntary work reported in the application is distributed to each method of mapping in proportion to the number of mapped square metres. The income from the map, such as advertising revenue, grants and sales income, are deducted from the map-specific costs. The amount of the grant is a maximum of 60% of the loss resulting from the difference between the costs and revenue. Maps completed as a joint effort between associations are awarded funding according to the percentages reported by the associations. The map to which the grant application pertains must feature the logo of the City of Helsinki Sports Department.

The decision on the allocation of the funding apportioned to the manufacturing costs of the Sports Committee's orienteering maps is made by the Sports Director.

### Transport grant for pensioner groups and special groups

Pensioner groups and special groups may apply for the transport grant annually after participating in physical activities. The transport must be related to the physical activities of pensioner groups and special groups that took place in the Helsinki Metropolitan Area in 2015. The costs must be presented in

a separate appendix when applying for the operating grant. The funding reserved for transport costs covers a maximum of 70% of the actual costs.

The decision on the allocation of the funding apportioned to the Sports Committee's transport grants is made by the Sports Director.

### 3. Grant for other associations that promote physical activity

The operating grant and launching grant for other associations that promote physical activity may be applied for by associations that do not meet the eligibility criteria and are not entitled to the operating grant and facility usage grant awarded to eligible associations.

#### 3.1. Announcing grants available to other associations that promote physical activity

The City of Helsinki's grants are announced available for application with a joint announcement that is published in selected newspapers before the end of the year, after the budget has been approved. The announcement is also published on the city's website. The Sports Department also announces available grants on its own website, for example.

#### 3.2. Grant for other associations that promote physical activity and the deadlines for submitting grant applications

The exact date for submitting grant applications is declared annually in the city's joint announcement. The Sports Services' grants become available for application once a year, and applications should mainly be submitted using the electronic system at [asiointi.hel.fi](http://asiointi.hel.fi). In exceptional cases, grant applications may also be sent to the City of Helsinki Registry at the following address: The City of Helsinki Registry, Sports Department, PO Box 10, 00099 CITY OF HELSINKI (Street address: City Hall, Pohjoisesplanadi 11–13). In this case, the application must be prepared using the form available in the e-portal ([asiointi.hel.fi](http://asiointi.hel.fi)) and signed.

Applications for the 2016 operating grant for other associations that promote physical activity must be submitted through [asiointi.hel.fi](http://asiointi.hel.fi) by 15 February 2016, using the form for the operating grant and the facility usage grant. Applications sent to the City Registry must arrive there by 4 pm on 15 February 2016.

**Applications for the operating grant for other associations that promote physical activity** must be submitted by the due date with the following appendices:

- Action plan and budget for the year of application
- Profit and loss account and statement of financial position (the most recent confirmed report, 2014 or newer)

- Copy of the auditor's report (the most recent confirmed report, 2014 or newer)
- Annual report (the most recent confirmed report, 2014 or newer)
- Operations appendix

**If the applicant wishes for the rents paid by the association to be taken into consideration in the allocation of grants, the applicant must attach receipts of the rent paid the previous year to the application.**

**If the association's information has changed or the application pertains to a new association, the following must be submitted**

- Rules of the association
- The bank's notice of the account holder or a copy of the bank statement
- Extract from the Register of Associations

The launching grant can be applied for throughout the year. The primary application method is through the electronic system at [asiointi.hel.fi](http://asiointi.hel.fi). In exceptional cases, grant applications may also be sent to the City of Helsinki Registry at the following address: The City of Helsinki Registry, Sports Department, PO Box 10, 00099 CITY OF HELSINKI (Street address: City Hall, Pohjoisesplanadi 11–13). In this case, the application must be prepared using the form available in the e-portal ([asiointi.hel.fi](http://asiointi.hel.fi)) and signed. Applications for the launching grant must be submitted with an extract from the Register of Associations, the rules of the association as well as the budget and action plan.

Applications arriving after the deadline will be rejected. The person processing the grant applications may issue a deadline for submitting additional information or missing documents to applications that are incomplete. If the missing information or documents have not been submitted by the deadline issued by the office holder, the incomplete application will be rejected.

### 3.3. Operating grant for other associations that promote physical activity

The grant is intended for associations that promote physical activity but which cannot be granted eligibility or receive the operating grant or the facility usage grant under the revised eligibility criteria for the civic activity grants that will enter into force in 2016. These associations cannot receive the operating grant and facility usage grant that will be allocated to eligible associations in 2016.

Associations that received grants in 2015 can continue to use the facilities free of charge during their regular training hours until 30 April 2016, and they may also apply for the operating grant for associations that promote physical activity.

The grant is allocated to support the association's operations, and in addition to the costs resulting from the association's operations, the grant can also be used for facility rents and staff salary costs, for

example. Loan repayments, interest, depreciation, reservations or other calculated items that are not based on actual expenses are not considered to be expenses resulting from the operations.

The amounts of the grants are calculated based on the volume, quality and economic efficiency of the operations.

The grant may cover a maximum of 50% of the eligible expenses. Eligible expenses refer to expenses that result from the association's physical activities. The association may not receive funding for the same operations from the city's other administrative departments.

The grant is intended as general funding, and the association may decide on its allocation. However, the grant may not be used to cover the costs of fundraising, business activities or investing, or to increase financial assets or other long-term investments. The funding may also not be further distributed to other communities or the association's members as personal grants. The grant is intended for the association's general operations.

The Sports Committee decides on the allocation of the grant within the scope of the funding apportioned to this purpose. Funding may be granted to associations that meet the following criteria:

1. The registered domicile of the association is Helsinki. The association primarily operates in Helsinki and its activities are open to all residents of Helsinki.
2. The operations of the association are established. In order to be eligible, the applicant association must be registered with the Finnish Patent and Registration Office in accordance with the Associations Act, and it must have been active for one whole calendar year before applying for a grant. This does not apply to cases where an association has changed its name, a division has registered as a separate association, or the operations of two or more associations that have been granted funding in the past are entirely or partially joined together.
3. The rules of the association must make it clear that the purpose of the association is related to physical activity.
4. The association must organise regular instructor-led physical activities at least ten times within any period of three months.
5. The association's instructor-led activities must be attended by at least 50 active adult members who live in Helsinki, or, alternatively, at least 20 active members under the age of 20 who live in Helsinki.
6. The associations commit to follow the principle of good governance as well as the principle of fair play for sport and exercise as defined by Valo ry.

### 3.4. Launching grant

The launching grant can be awarded to associations that have been in operation for less than one year or associations that have initiated their registration process. An association may only receive the launching grant once.

The launching grant may be awarded to sports associations that meet the following criteria:

1. The registered domicile of the sports association is Helsinki. The association primarily operates in Helsinki and its activities are open to all residents of Helsinki.
2. The primary field of operations of the association must be sports and physical activity.
3. Associations that receive the grant must commit to following a good administration method and the principles of fair play for sport and exercise as defined by Valo ry.

The launching grant is EUR 200 (two hundred). The decision on the allocation of the funding apportioned to the Sports Committee's launching grants is made by the Sports Director.

## 4. Notification of the grant decision and payment of grants

All applicant communities will be sent a written notification of the grant decision and instructions for appealing the decision. The notification will include the purpose of use and amount of the allocated grant as well as the terms and conditions related to the grant or the grounds on which the application has been rejected. The notification will also provide information on next year's application procedure. The allocated grant will be paid to the applicant community's bank account.

The city has the right to collect receivables owed to it or the Helsinki City Group in connection with the awarded grants, resulting from guaranteeing the loans of a community that has been awarded a grant or other reasons (such as rents or their interest on arrears) (City of Helsinki: general guidelines for distributing the city's grants, 12 December 2011).

Pursuant to a decision by the Sports Committee, receivables and interest owed to the Sports Department, Education Department, Helsinki Ice Arena Foundation, Stadium Foundation and Urheiluhallit Oy are deducted from the funding awarded to sports associations, pensioner groups and special groups. The receivables owed to the Education Department and other communities are deducted from the funding after first deducting the Sports Department's own receivables and interest.

## 5. Use of grants and monitoring the use of grants

1. The funding must be used for the purpose it is intended for. The funding may not be distributed further to other communities or the recipient's own members as personal grants.

2. The funding must be returned if another administrative department of the city or other public body has awarded the recipient funding for the same purpose or the recipient has provided incorrect information to the city or otherwise misled the city in matters pertaining to the grant.
3. The associations that have been awarded a grant must organise their finances and administration according to the laws in force. Their accounting must follow the generally accepted accounting principles to ensure that the use of the grant can be monitored through accounting records. Representatives of the City of Helsinki Audit Department and Sports Department or a representative chosen by the Sports Department have the right to audit the accounting records and activities organised by the recipient of the grant at any time to determine how the grant has been used.
4. The city has the right to provide the residents of the municipality with information on the physical activities organised by the recipient of a grant.
5. The recipient is obligated to submit a written account on the use of the previous year's grant to the Sports Committee when applying for a new grant. If the recipient of a grant does not apply for a grant for the following year, it must otherwise report on the use of the grant.

## 6. Reporting on the grants

The sports associations, pensioner groups and special groups must submit a report on the use of the previous year's grant to the Sports Committee. If the association does not apply for eligibility and funding for the following year, it must submit a report on the use of the grant to the Sports Committee by the end of the following year.

## 7. Information and contacts related to the grants

### **Sports Department of the City of Helsinki, administrative services**

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