

# Grants for sports

## APPLICATION GUIDE 2022

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City of Helsinki

The Sports Sub-committee of the City of Helsinki Culture and Leisure Committee

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## 1. GRANTS FOR SPORTS

The Act on the promotion of sports and physical activity (390/2015) sets out provisions on the promotion of physical activity and sports and cooperation between the central and local government, government administrative bodies and funding to be provided by the state in the field of sports.

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. (Sports Act 390/2015, Section 5) Responsibility for creating opportunities and facilities for engagement in physical activities at the local level rests with the local authorities. Local government shall provide opportunities and facilities for physical activity 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.

(Sports Act 390/2015, Section 5)

Physical activity is, to a large extent, voluntary civic action. Municipalities receive a calculated state subsidy for the costs of sports activities each year, which, according to their decision, allows them to support clubs as well as sports activities for pensioners and special groups.

### 1.1 City of Helsinki grants for sports

According to the City of Helsinki Administrative Regulations (City Council 22/9/2021, Section 275: Special competence in the Culture and Leisure Division, Chapter 17), the Culture and Leisure Committee decides on the principles for allocating the Division's grant appropriations and oversees the implementation of the grant principles at the division level (Section 1).

The Sports Sub-committee decides on the allocation of the grant appropriations available, approves the criteria and limits, according to which the office-holder decides on the allocation of the grant appropriations and oversees the use of said grants (Section 3).

When the City Council has reached a decision on the budget and the Culture and Leisure Committee

has reached its decision on the result budget for the grant year, the Sports Sub-committee shall make a decision on splitting the grant appropriations between the different forms of grants for physical activity. The Sports Sub-committee shall decide on allocating the grants within the limits of the appropriations allocated to it.

At their meeting on 2 November 2021, the Sports Sub-committee decided, in accordance with this application guide, on the forms of grants and their criteria, the application period for the grants as well as on the criteria for distributing them. These criteria and instructions supplement the general instructions to be followed in distributing City grants (City Board, 28 October 2019, Section 723). In addition to the City's general instructions, the applicant shall follow the more detailed grant-specific instructions when applying for, using and reporting the grant.

Grants are distributed within the limits of the annual appropriations.

The grant may be distributed to eligible applicants fulfilling its criteria who have applied for it by the given deadline. The grant amount may not exceed the amount of the grant applied for. If a community receives a grant for its sports activities from other branches of administration within the city, the Sports services will not support the same activities.

The City of Helsinki grants for sports can only be granted to non-profit associations. The non-profit of the association will be assessed for taxation purposes. The non-profit requirement applies to forms of grants other than event grants.

The grants will support the activities organised by the association itself. The grants do not support, for example, activities acquired by the city as a purchase service from the association or such activities that are otherwise supported, e.g., by means of cooperation agreements.

## 2. FORMS OF GRANTS AND CRITERIA

### 2.1 Operating grant and Orienteering map grant

Operating and Orienteering Map grants may be distributed on application to sports clubs as well as for sports groups for pensioners and specialised organisations which fulfil the following conditions:

1. The domicile in accordance with the association's statutes is in Helsinki. The activities of the association are mainly organised in Helsinki and they are open to all city residents. The activities to be supported shall mainly be directed at Helsinki residents.
2. The association is a non-profit organisation and its sports activities diversify the options offered by the City of Helsinki Sports Services.
3. In accordance with the Associations Act, the association shall be registered with the Finnish Patent and Registration Office. The activities of the association are well established. The association shall have been in operation for one full calendar year before applying for the grant. This does not apply to associations in the case of a name change, the registration of a division as an independent association or a full or partial merger of the activities of two or more associations that have previously received grants.
4. Sports clubs are required to organise sports activities as their main activity in accordance with their statutes, and the sports organisation representing the type of physical activity they carry out is an actual member of a national central organisation of physical activities and sports and/or is in the scope of the state subsidies for national sports organisations of the Ministry of Education and Culture. Sports groups for pensioners and specialised organisations are required to organise regular sports activities for their members living in Helsinki.
5. The sports club organises regular guided physical activities for the same group at least 10 times during a continuous period of 3 months, taking into account the nature of the activity. The sports group for pensioners and specialised organisations shall organise regular physical activities for the same group.
6. At least 50 of the club's active hobbyists living in Helsinki, or alternatively at least 20 active hobbyists under the age of 20, shall participate in the club's guided regular physical activities. Regular physical activities for the sports groups for pensioners and specialised organisations require a suitable number of participants to participate, taking into account their physical activities and the training.
7. In all its activities, the club shall adhere to the principles of Corporate Governance and Fair Play (a common description of the good activities of physical activities and sports by sports organisations).

Principles of Fair Play: <https://www.olympiakomitea.fi/uploads/2018/11/liite-2urheiluyhteison-reilun-pelin-ihanteet-ja-tavoitteet.pdf> (In Finnish)

Good Corporate Governance of Associations: [https://www.soste.fi/wp-content/uploads/2018/12/hhopas\\_nettiin.pdf](https://www.soste.fi/wp-content/uploads/2018/12/hhopas_nettiin.pdf) (In Finnish)

### 2.1.1 Operating grant

The operating grant for sports clubs is a grant of a general nature.

The operating grant for sports groups for pensioners and specialised organisations is an allocated grant that should only be used to cover the costs of physical activities for the active hobbyists in Helsinki.

The operating grant is a discretionary grant that is distributed on a calculated basis.

The final operating grant to be distributed is determined by the association's calculated grant in proportion to the share of other applicants applying for the operating grant in the total appropriations available.

The decision to distribute the operating grant is made by the Sports Sub-committee.

The grant is split into the following shares of activities and use of facilities:

#### 1. Activity share

The share of activities in the operating grant is based on:

1. The number of active hobbyists in Helsinki (juniors/adults)
  - 1.1. For sports clubs, the emphasis on activities for children and young people in the calculation is 80% and that of adults is 20%. In the grant application process of 2022, people born in 2002 or later are considered children and young people.
  - 1.2. An active hobbyist is defined in the application as a club member who participates in regular guided training activities organised for the same group at least 10 times, during a continuous period of at least 3 months. The organised activities shall be the club's own activities and they shall not include physical activities acquired from the city as a purchase service or such activities carried out in cooperation with the city.
  - 1.3. A person can only be defined as an active club member once, even if the same person were to participate in the activities of several training groups during the calendar year.
2. The number of those instructors and coaches who have completed at least VOK 1, i.e. the first level of national coach and instructor training.

The grant application for pensioners and specialised organisations shall only include the number of active participants in physical activities in Helsinki as well as information on their activity. The emphasis on the sports groups for pensioners and specialised organisations in the calculation is 80%.

The grant may not exceed 80% of the eligible expenditure. Eligible expenditures are costs incurred by the activities of the association. Loan repayments, interests and write-downs, depreciations, provisions or other calculated items that are not based on realised costs will not be taken into account as expenditures incurred by the activities of operation.

In the grant calculation, a brake percentage is used in terms of the number of active hobbyists, which prevents the activity share of the grant from decreasing by more than 20% and from increasing by more than 30% compared to the previous year, when the change would be caused by a change in the number of active hobbyists due to the COVID-19 situation or by the grant reform carried out in 2017. If the change is due to a structural change in the club, e.g., when the clubs merge or the entire division(s) leave(s) the club, the brake percentage will not be used.

The smallest activity share to be distributed is EUR 200.

## 2. Share of using facilities

The calculated share of using facilities in the operating grant is based on:

1. Regular guided training classes for which the association has paid room rent. Regular guided physical activities in school gyms are also covered by the grant. Support for the use of the Sports services' own facilities will not be granted.
2. In using facilities, only the regular guided training classes organised by the association in the sports facilities of the Helsinki Metropolitan Area, which include at least four active hobbyists and an instructor or a coach, will be taken into account.
3. Maximum hourly rates approved by the Sports Sub-committee:

- Sports facilities: €24/h

Exception:

- Track slots in swimming halls
- Training slots for people under 20 in ice stadiums

The maximum hourly rate applied to the use of the facility cannot exceed the hourly rate paid for it. The actual hourly rate for support for using the facility is determined by the appropriation available.

4. The calculation of the share of using facilities emphasises the activities for children and young people under the age of 20 as well as the activities of sports groups for pensioners and specialised organisations by 100% and the activities for adults by 90%.
5. Due to the varying impact of the COVID-19 pandemic on the activities of clubs, the club can decide for itself whether the 2019 hours approved in the 2020 grant processing or the 2021 use of the facilities will be taken into account in the calculation of the share of using facilities.

In the grant application, the club shall indicate whether the details of the grant application for 2020 or the use of facilities for regular guided activities in 2021 will be taken into account in the calculation of the share of the use of facilities. If the 2021 details on the use of facilities are taken into account in the calculation of the grant, the club shall report said details using the appendix on the use of facilities (Excel). If the details for 2020 are taken into account in the calculation of the grant, the club does not need to report the details on the use of facilities in the Excel appendix.

Furthermore, the club shall report any significant changes other than those due to the COVID-19 pandemic in the use of the club's facilities that have occurred since the previous application period on the grant application form. Significant changes include: merging of clubs, joining of a division or divisions to the club, leaving of a division or divisions from the club, new sports facility leased by the club (the lease agreement for said facility shall be attached to the application) or the renunciation of a sports facility managed or owned by the club.

Clearing slots for ice hockey and figure skating juniors are not supported in this form of grant and shall not be included in the grant application.

In the case of a sports facility managed by the association itself, the hourly rent for the facility shall be calculated as follows: The rental income received by the association for its facility shall be deducted from the rent paid by the association. The difference (between the rent and income) is divided by the number of hours used by the association itself for regular training activities, which results in an hourly rate for the use of the facility.

If the calculated hourly rate for the facility is equal to or greater than the maximum hourly rate decided by the Sports Sub-committee, the subsidy shall be calculated according to the maximum hourly rate. Regular guided training slots organised by the association itself will be accepted as the number of hours for the calculation.



## 2.1.2 Orienteering Map Grant

Clubs can apply for a grant based on the costs of producing orienteering maps in the previous year.

The grant covers the orienteering and teaching maps reported to the map register of the Finnish Orienteering Federation.

The grant only applies to new, remapped and updated maps printed in 2021.

The eligible costs for the grant include the costs of printing maps, background materials (permits, aerial photography, copying and drawing) and fieldwork. The application shall include specifications of all the costs for each map.

Invoices and receipts related to the production costs of orienteering maps are submitted separately upon request.

The invoices and receipts are not attached to the grant application.

Work performed as a community effort will be taken into account according to the table below:

Map type	Maximum hours/km <sup>2</sup>	Maximum euros/hour	Maximum euros/km <sup>2</sup>
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 grant is distributed within the limits of the appropriation, with a maximum of 60% of the loss resulting from the difference between the costs and revenue. Maps produced as a joint effort between clubs are granted funding according to the percentages reported by the clubs. The map to which the grant application pertains shall feature the logo of the City of Helsinki.

The decision on distributing the Orienteering Map grant is made by the Sports Services Director.

## 2.2 Grants for other associations promoting physical activity

A grant may be distributed on application to sports clubs that fulfil the following conditions:

1. The domicile in accordance with the sports club's statutes is in Helsinki. The activities of the club are mainly organised in Helsinki and they are open to all city residents. The activities to be supported shall mainly be directed at Helsinki residents.
2. As per the Associations Act, the sports club shall be registered with the Finnish Patent and Registration Office and it shall have been in operation for one full calendar year prior to applying for the grant. The activities of the sports club are well established. This does not apply to sports clubs in the cases of a change of name, a registration of a division as an independent association, or a full or partial merger of the activities of two or more associations that have previously received grants.
3. The statutes of the sports club shall indicate that its purpose is physical activity.
4. The sports club organises regular guided physical activities for the same group at least 10 times during a period of at least 3 months.
5. At least 50 active hobbyists living in Helsinki, or alternatively at least 20 active hobbyists under the age of 20, shall participate in the club's guided physical activities.
6. In all its activities, the club shall adhere to the principles of Corporate Governance and Fair Play (a common description of the good activities of physical activities and sports by sports organisations).

Principles of Fair Play: <https://www.olympiakomitea.fi/uploads/2018/11/liite-2urheiluyhteison-reilun-pelin-ihanteet-ja-tavoitteet.pdf>

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Grants for other associations promoting physical activity are discretionary. In distributing the grant, children's and young people's physical activity as well as the volume of activities shall be emphasised.

The grant is of general nature. The grant is allocated to support the activities of the association and it can be used to cover costs other than those arising from the activities, such as room rent and the salary costs of the staff of the association.

The grant may not exceed 80% of the eligible expenditures. Eligible expenditures are costs incurred by the activities of the association.

Loan repayments, interests and write-downs, depreciations, provisions or other calculated items that are not based on realised costs will not be accounted for as expenditures incurred by the activities of operation.

Grants shall not be used for fundraising or business and investment expenditures, or to increase financial assets or other long-term investments, or be distributed further to other associations, or distributed as individual grants to members, but they shall be intended for the activities of clubs in general,

The decision to distribute grants to other associations promoting physical activity is made annually by the Sports Sub-committee.

## 2.3 Start grant

The start grant may be distributed to sports clubs that have been active for less than one year or to sports clubs that have commenced their registration process. The start grant is EUR 500 (five hundred).

The start grant may be distributed to sports clubs that fulfil the following criteria:

1. The domicile in accordance with the sports club's statutes is in Helsinki. The association mainly operates in Helsinki and its activities are open to all city residents.
2. According to the statutes, the main activities of the club shall be physical activities.
3. In all its activities, the club shall adhere to the principles of Corporate Governance and Fair Play (a common description of the good activities of physical activities and sports by sports organisations).

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The start grant can only be distributed to an association once.

The decision on distributing the start grant is made by the Sports Services Director.

## 2.4 Event grant

Event grants may be distributed to registered associations, companies or communities that organise events that fulfil the following conditions:

1. The event is a physical activity and is organised within the City of Helsinki.
2. The event will engage Helsinki residents in physical activity and it will diversify the city's range of events.
3. The organiser of the event is an association, company or community registered in Helsinki.
4. The grant shall be applied for prior to the event.
5. The event shall be reported after it is over.

In distributing the event grant, the following criteria shall be emphasised:

- Events that aim to inspire new target groups to engage in everyday activity, independent or guided physical activities, taking into account the objectives of Helsinki's Physical Activity Programme.
- Events targeted at children and/or young people.
- The internationality, scope and visibility of the event.
- The responsibility of the event from an ecological, economic and social perspective:
  - Environmental matters are taken in account in organising the event/the event has an environmental plan as part of the implementation plan.
  - The necessity of distributing the grant.
  - The impact on promoting non-discrimination, equality and social inclusion.
  - The promotion of inclusion.

The event grant is discretionary. The amount of the event grant depends on the applicant's own assets, the income received from the supported activity and other external funding possibilities (e.g. public support).

The event grant is not distributed to support the sports club's normal competitive activities, internal and local events, camp and course activities, prestige competitions for adults (Finnish Championship) or international prestige competitions. Supported competition events may not be bigger than competitions for young people at the national level (Finnish Championship).

Eligible expenditures include those related to organising the event, such as facility fees, communications/marketing as well as employee expenditures related to the event.

The event grant may only be used to cover the expenditures incurred by the event. The event grant is paid to the event organiser after the final report on the event has been submitted to the Sports services.

One event grant may be distributed per event. The decision on distributing the event grant is made by the Sport Services Director.

## 2.5 Targeted grant

The targeted grant for physical activity may be distributed to registered sports clubs in Helsinki for targeted physical or sports activities or for a project not supported by basic grants for physical activity.

Target grants can be used to support measures and project that promote equality and non-discrimination in physical activities and club activities.

The targeted grant is annually allocated to physical activities of different target groups.

### The target group for 2022:

Persons in need of special support / persons with disabilities / persons whose participation in physical activity requires additional measures.

### Criteria and evaluation of applications:

Project or activities targeted at athletes with disabilities and/or to persons in need of special support shall meet one or multiple of the following criteria:

- The threshold for starting physical activity becomes lower;
- The accessibility of physical activity increases;
- The opportunity of people at risk of social exclusion to engage in sports club activities becomes possible;
- The expenditures or hobbies and participation fees is controlled; and
- The number of new hobbyists/groups in the club is increased.

In addition to the criteria hereinabove, particular attention will also be paid to the following matters when assessing the applications:

- Continuity of the activities after the project;
- New innovations and experiments;
- Implementation of the project in cooperation with other operators; and
- Emphasis on the activities for children and young people.

The grant may not exceed 80% of the eligible expenditures of the project of activity.

Eligible expenditures are those directly related to the project. Acquisition of equipment directly related to or enabling the implementation of the activities can account for up to 20% of the total budget of the project.

Grants for the same activity or project may only be distributed once a year. The targeted grant is discretionary. The grants to be distributed amount to EUR 1,000–EUR 20,000. The decision on the allocation of the targeted grant is made by the Director of Sports.

## 2.6 Clearing

Clearing grants will be allocated to support training slots for children and young people under the age of 20 in the ice hockey and figure skating clubs covered by the operating grant. Jääkenttäsäätiö (The Finnish Ice Rink Foundation) manages the clearing grant by invoicing the Sports services by EUR 42/h according to the actual training slots for ice hockey and figure skating used by juniors within the grant appropriation allocated to clearing.

The clubs cannot apply for grants other than the one for the use of facilities for training slots in ice rinks from the Sports services. During monthly invoicing, Jääkenttäsäätiö informs the Sports services how the appropriations allocated to the clearing grant have been distributed between different clubs.

### 3. APPLYING FOR A GRANT

Grants are primarily applied for electronically at [asiointi.hel.fi](https://asiointi.hel.fi). Each form of grant has its own form to be used when applying.

In exceptional cases, the grant application may be submitted to the City Register Office in the following address: City of Helsinki Register Office, Culture and Leisure Division/Sports, PO Box 10, 00099 City of Helsinki (Street address: City Hall, Pohjoisesplanadi 11–13). Applications to the City Register Office shall be submitted by 16:00 on the due date.

Grants from the City of Helsinki are announced for application with a public notice in selected newspapers after the adoption of the budget before the end of the year. The public notice will also be published on the city website. The Sports services shall inform about the grants on the website of the Culture and Leisure Division.

More detailed grant-specific forms and information on the mandatory appendices to the application will be updated on the grant-specific Culture and Leisure Division/Grants for Sports web pages. Grant-specific application deadlines can be found in the table below:

FORM OF GRANT	APPLICATION PERIOD
1. Operating grant	10 January–15 February 2022
2. Orienteering map grant	10 January–15 February 2022
3. Grants for other associations promoting physical activity	10 January–15 February 2022
4. Start grant	1 January–31 December 2022
5. Event grant	1 January–31 December 2022
6. Targeted grant	1 January–31 December 2022

## 4. INFORMATION ON THE GRANT DECISION AND PAYMENT OF THE GRANT

The grant decision, including the instructions for appeal, will be communicated to all the applicants.

Should the information in the grant decision not be apparent, the applicant will receive a separate notice with the decision, which indicates: a) the purpose, amount and conditions of the grant distributed and how its use will be monitored; or b) the grounds for denying the grant.

The grants shall be paid in accordance with the grant decision, using the banking information provided by the recipient. If the recipient does not have a bank account, said recipient shall open a bank account. The City of Helsinki will only pay the grant to a bank account with the name of the recipient. To verify the banking information, a bank declaration of the account holder (new applicant or changed banking information) or a copy of the bank statement shall be submitted along with the application. If said statement is not submitted, the grant will not be paid.

The prerequisite for distributing and paying the grant is that no discrepancies have come up in the grants distributed by the city to the recipient in previous years. The city has the right to suspend the payment of the grant distributed until the matter is resolved, if there is reason to suspect that the conditions for the recovery of the grant specified in section 10 of the City of Helsinki's general grant conditions are met.

Grants for sports will be paid in the following instalments in 2022:

The operating grant shall be paid after the grant decision in one instalment to those whose grant amount is less than EUR 100,000. The operating grant shall be paid in two instalments to those whose grant amounts to EUR 100,000 or more. Grants for other associations promoting physical activity, i.e. the Orienteering map grant, start grant and targeted grant for physical activity, are paid in one instalment after the grant decision.

The event grant is paid after the event, when the organiser has submitted the report of the organised event to the Sports services. The form for reporting is available on the Culture and Leisure Division/Grants for Sports web pages.

The city has the right to set off the grant distributed in whole or partially against its recoverable claim against the recipient.



## 5. USE AND MONITORING OF THE GRANT

- 1) The grant may only be used for the purpose indicated in the grant decision. If the purpose has not been specified in the grant decision, the grants shall be used for the purpose indicated in the application.
- 2) Recipients may not use the grant for fundraising or for business and investment expenditures, or to increase their financial assets or other long-term investments.
- 3) The grants shall not be distributed to further parties or central organisations.
- 4) The recipient shall arrange its accounting and auditing as required by law and in such a way that it is possible to monitor the use of the grant from the accounts. The recipient shall arrange an audit as required by the Auditing Act.

The recipient shall arrange an audit, even if this is not required by the Auditing Act. In this case, the audit can also be carried out by a so-called layperson auditor.

The audit carried out by the layperson auditor shall be subject to a statement, referred to as a performance audit report.

- 5) The recipient shall notify the City of Helsinki without delay of any significant change affecting the use of the grant.
- 6) The recipient shall provide the City of Helsinki with the information it deems necessary for processing the grant application and monitoring it, free of charge. The instance distributing the grant has the right to audit the accounting and administration of the grant applicant/recipient and, if necessary, carry out inspections of other activities as well. Monitoring can also be directed at the activities of the club other than monitoring the use of grants.
- 7) When applying for a new grant from the City of Helsinki, the recipient shall submit a report on the use of any previous grants distributed to the extent required by the city.

## 6. REPORT ON THE USE OF THE GRANT

The grant shall be used for the purpose for which it was distributed. A report on the use of the grants shall be drawn up, indicating how they are used and allocated to the purpose for which they are intended.

The report on the use of the grants must be drawn up on a separate form by the deadline.

The link to the grant report form and the more detailed deadlines will be updated on the grant-specific Culture and Leisure Division/Grants for Sports web pages.

## 7. ADVISORY RELATED TO THE GRANTS

Current information on the grants for sports as well as more detailed grant-specific application instructions will be updated at <https://www.hel.fi/kulttuurin-ja-vapaa-ajan-toimiala/fi/avustukset/liikunnan-avustukset/>

### **City of Helsinki, Culture and Leisure Division/Sports, Partnership and Development Unit**

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