|  |  |  |
| --- | --- | --- |
| Authority to be addressed  | Date | Year |
|       |       |       |
| Before filling out the application form, please read the guides on pages 5 to 6, and the terms and conditions on page 4. Please also note the deadline for submitting your grant application. |
|  |
| APPLICANT INFORMATION |
| 1Applicant | Name of the Recipient      |
|  | Date of Registration      | Business ID      | Registration Domicile      |
|  |
|  | Postal Address      | Postal Code      | Postal City/District      |
|  | Telephone      | E-mail      |
|  |
| 2Bank | IBAN Account Number      |
| 3Contact Person | Name      | Telephone Office Hours      |
| Postal Address      | Postal Code      | Postal City/District      |
|  | E-mail      |
|  |
| 4Officials | Chairman of the board      | Telephone office hours      |
| Financial manager      |  |
|  | Accountant      |  |
|  | Accountant      |  |
| 5Amount applied | Euros      |
| 6Use of Allowance |       |

|  |
| --- |
| COMMUNTY OPERATIONS |
| 7Operations(See guide article 7) | Purpose of Operations       |
|  | Is the recipient conducting business? |
|  | [ ]  No | [ ]  Yes |  |  |  |
| 8The number of members in the community and membership fees for the preceding year |  | Total membership | Members from Helsinki | Comments |
|  | Persons | Communities | Persons | Communities |
| Applicant |       |       |       |       |       |
| Affiliated Associations |       |       |       |       |       |
| Sub Branches |       |       |       |       |       |
| Membership Fee | Person, Euros      | Community, Euros      |  |
| 9Benefits | Premises made available to the applicant by the city (square meter and space allowance)      |
|  | Loans and / or Guarantees from the City      |
| 10Previous Allowances | Allowances from three previous years |
| Community | Year | Euros | Issuing Authority | Purpose |
|  | EU |       |       |       |       |
|  | Government |       |       |       |       |
|  | Stea |       |       |       |       |
|  | Other |       |       |       |       |
| 11Use of previous allowance(See guide article 11) | Report on the use of the previous allowance from the City of Helsinki (If necessary, use a separate attachment)      |
| 12Additional information |       |
| 13Attach-ments | Attachments to be enclosed with the application (Tick the appropriate box)[ ]  Plan of Action and Budget (the year applied for)[ ]  Approved Income Statement and Balance Sheet and Report of the Board  of Directors (For the previous financial year)[ ]  Copy of the Auditor's Report / Audit Report (For the previous financial year)[ ]  Bank Account Statement (See guide article 13)[ ]  Community Bylaws (See guide article 13)[ ]  Minutes of the Annual Meeting  | Remarks      |

|  |
| --- |
| **The following conditions apply to allowances granted by the City of Helsinki**: |
| 14 Terms for allowances |
| Use of allowances |
| 1 | The allowance may be used only for the purpose mentioned in the allowance decision. If the allowance decision does not specify the purpose of use, the allowance must be used for the purpose mentioned in the application. |
| 2 | The recipients of allowances must not use allowances to benefit their fundraising or to cover expenditures caused by business or investment operations. Neither must they use the allowances to increase their financial assets or other kinds of long-term investments. |
| The operations of recipients of allowances |
| 3 | The recipients of allowances are required to maintain accounting and auditing procedures as prescribed by law and in a way that enables the City to monitor the use of the allowance. The recipients of allowances are required to maintain auditing procedures as prescribed by the Finnish Auditing Act.  |
|  | The recipients of allowances are required to carry out an audit even in cases where it is not prescribed in the Auditing Act. In such a case the audit may be conducted also by a so-called lay auditor. The report that is issued after the lay auditor has carried out an audit is called a performance audit report.  |
| 4 | The recipients of allowances are required promptly to let the City of Helsinki know about substantial changes that will affect the use of the allowance. |
| The right to obtain information; oversight |
| 5 | The recipients of allowances are required to provide the City of Helsinki free of charge with facts that the City deems necessary for reviewing an allowance application, for determining the allowance and for overseeing its use. The body that has granted the allowance is entitled to audit the accounts and the administration of the applicants/recipients of allowances and, when necessary, carry out audits concerning other parts of the operations as well. |
| 6 | As recipients of allowances apply for new allowances from the City of Helsinki, the applicants are required to give an account of the use of allowances that the City may have granted them previously. The extent of the account must be as required by the City.  |
| Granting and disbursement of allowances |
| 7 | The prerequisite for granting and disbursement of allowances is that there have not occurred any ambiguities regarding allowances that the City in previous years has granted the applicant. |
| 8 | The City is entitled to suspend the disbursement of an allowance already granted for the duration of clarifying the matter. The City may do so if it is justified to suspect that the preconditions for a claim for recovery have been met in accordance with paragraph 10 of the allowance terms. |
| 9 | The City is entitled to settle a collectible receivable by completely or partially offsetting it against an allowance that has been granted. |
| Claim for recoveryn allowance that has been granted must be returned to the City of Helsinki, if: |
| 10 | An allowance that has been granted must be returned to the City of Helsinki, if:1. the allowance is being used for other purposes than it was intended for or than it was permitted to be used for;
2. the recipient of the allowance has not followed the conditions set down in the allowance decision, and the importance of this state of affairs shall be deemed to surpass what is minor;
3. the recipient of the allowance has provided false or inadequate information to the City of Helsinki with regard to the allowance;
4. the recipient of the allowance has not in due time or in a reasonable time since the request provided information mentioned in paragraph 5 or does not cooperate with City as to carrying out an audit;
5. the allowance has not been used within the period as set down in the allowance decision.
 |
| 11 | The recipient of the allowance must promptly and on its own accord make contact with the City of Helsinki to return the allowance after having noticed the existence of grounds for a claim for recovery in accordance with the aforementioned paragraph 10. However, in cases where the grounds as mentioned in paragraph 10 have been met, the City of Helsinki is always entitled to demand that the allowance be returned. |
| Contractor's Responsibilities |
|  12  | The recipients of allowances are required to commit to clarifying their suppliers’ background and to make procurements from responsible suppliers that make good on their obligations towards society. |
| 15Signature | We certify that the information we provide in the application and its annexes are correct and that we accept the terms of the allowance. |
|  | Date      |
|  | Signature of the Official Signatory, clarification of signature | Signature of the Official Signatory, clarification of signature |
|  |  |  |
|  |       |       |

INSTRUCTIONS FOR FILLING THE ALLOWANCE APPLICATION

|  |  |
| --- | --- |
| **I** | **Instructions** |
|  |  |  |
|  | - | To apply for allowance you must use Helsinki City’s application form ”Allowance Application, Communities”. In addition to this, fill the separate attachment forms required by the City Government and boards concerned. |
|  |  |  |
|  | - | Fill in the form using block letters. |
|  |  |  |
| **Allowance Application, Communities** |
|  |  |  |
| (Numbers refer to points referred to in this form.) |
|  |  |  |
| 1 | Recipient information must be filled in as registered in the Finnish Register of Associations. |
|  |  |
| 2 | Account number must be in IBAN form. If you do not have an account the community must open one as the City will only pay allowances to a bank account. |
|  |  |
| 3 | Person who can give more information concerning this application. |
|  |  |
| 4 | - |
|  |  |
| 5 | - |
|  |  |
| 6 | Clarify the purpose and use of the allowance. If allowance is applied to multiple uses they must be listed in order of importance. Allowances can not be used for business activities as mentioned in article 7. If necessary, use a separate attachment.  |
|  |  |
| 7 | Clarify the communities purpose of operations as mentioned in the bylaws, including current operations, scope, and how big a part of it focuses in residents of Helsinki. If the community has care or other establishments, whether they have been approved by the government for this activity.The nature and scope of business activities (commerce, production, accommodation, etc.) must be explained. |
|  |  |
| 8 | The proportion of residents of Helsinki must be meticulously described as well as cost of membership fees. |
|  |  |
| 9Täyttöohje - Avustushakemus, Yhteisöt (Lv 290 b) 20.11.2019 | These facilities can be rights to control premises, such as gyms, halls, sporting venues, stages, dressing rooms, club rooms, office spaces, etc. Also mention the amount of compensations paid.Loans granted by the City must also be listed as well as remainders, loan period, interest rate, and purpose. Granted securities must be mentioned with their monetary value and their uses. |
|  |  |
| 10 |  |
|  |  |
| 11 | **Meticulously clarify the use of allowances granted in the previous year, as new allowances can not be paid without this statement. Use separate attachment when necessary.** |
|  |  |
| 12 | - |
|  |  |
| 13 | Attachments mentioned here must be delivered to Helsinki City Registry together with this application. If they are to be delivered afterwards, mention it in the space for remarks.Bank account details of account owner or a copy of account statement (new applicants or changed information) must be delivered together with this application as separate attachment. Allowances cannot be paid without this information. Copy of bylaws is not needed if sent previously or they contain no changes.If the community sees necessary to send more information concerning their operations than required by this application they can be included as separate attachments. |

|  |  |
| --- | --- |
| 14 | - |
|  |  |
| 15 | Application is to be signed by authorized signatories.  |
|  |  |
|  |  |
| **II** | **Applying for allowances** |
|  |  |
|  | Applications for allowances are advertised through newspaper advertisements or possibly by separate written communications. Announcements or communications shall state the purpose of the allowance, deadline of submission, and availability of application forms with filling information.Applications must be submitted by the deadline specified. (Applications submited after the deadline will be rejected). Attachments must be submitted together with the application. Deadline can be extened for valid reasons. |
|  |  |
|  |  |
| **III** | **Grant of allowance, payment, and supervision** |
|  |  |
|  | Granting authority or supervising official will send the recipient written information of the grant decision. A favourable decision will mention the amount of allowance granted and possible specific conditions which must be met by the recipient community in addition to those mentioned in this application form. |