



GENERAL GRANT FOR STUDENT ASSOCIATIONS

1§ Applying for grant

All study field student associations, and other registered associations with similar tasks and interests, can apply for a grant. The grant is applied via official form that must be delivered, including appendices if demanded, by the end of November preceding the grant period. Applications that arrive late may be taken into consideration by Executive Director of JAMKO.

The appendices for the official grant form are:

- The operative rules of the association
- Accounts
- Names of the Executive Committee and the persons entitled to sign the name of the association

2§ Awarding the grant

The grant is awarded by the Executive Committee of the student union JAMKO. The Executive Director or a person entitled by the Executive Director presents the application to Executive Committee. The grant is not awarded for business purposes.

3§ Amount of grant

The grant is awarded from the grant appropriation, the amount of which is annually decided by the Council of Representatives. The grant amount is affected by the number of JAMKO members in the association applying for the grant. No association will be awarded more than one third of the grant appropriation. The grant appropriation may not be used totally.

The amount of the grant awarded for the association is affected by:

Trusteeship work

- Active work in trusteeship sector
- Active participation in executing JAMKO Trusteeship events and committees (e.g. Grumble Weeks, Representatives election etc.)

Tutoring

- Active participation in organizing Tursajaiset
- Active recruit of tutors
- Active involvement in the Tutoring sector, e.g. in meetings between tutors and students

Collaborative work with JAMKO

- Participation in organizing and developing activities for JAMK UAS students together with JAMKO
- Advertising the student union
- Organizing recreational activities for the students

Accounts

- Current finances of the association
- Clarification of the business practices in the association
- The amount and nature of funding the association



4§ Reporting the use of grant

After being awarded with grant, the association must report the student union of how the grant was used. Deadline for the report is five (5) months after the grant period.

The appendices for the report are:

- Approved annual report of the association
- Accounts
- Auditor's or operations inspector's report

If the grant is not used properly or the use is not reported, the Executive Board has a right to collect it back, partly or in whole amount. If demanded, the association must deliver appropriate receipts. The grant may be returned voluntarily by the association either partly or in total.

PROJECT GRANT

5§ Applying for the grant

A project grant may be applied by a natural person, group or association via an official form. The form, with appropriate appendices, must be in electronic form and addressed to the Executive Director of JAMKO. It is not possible to apply for a project grant after the completion of the project. Project grant applications are accepted all times. If awarded the project grant, the receiver is committed to use the grant solely for the project described on the application.

The appendices for the project grant application are:

- Project plan
- Project schedule
- Project cost allocation

6§ Awarding the grant

Project grant applications are handled in the next possible JAMKO Executive Board meeting. The application is presented by the Executive Director or a person entitled by him/her. The grants are awarded from the project grant appropriation, the amount of which is decided annually by the Representatives Board. The project grant payment is usually executed after the project is concluded, when the receipts and the report of the use of grant have been delivered for JAMKO.

Issues that may affect positively awarding the grant are:

- The project concerns a wide range of students in JAMK UAS
- The project is non-recurring
- The project has a positive impact on the visibility of JAMK and/or JAMKO in local, national or international media
- The project grant application and its appendices are up-to-date and the purposes of the grant money are clearly mentioned and described

Project grant is not awarded for neither business purposes nor the regular activities of the study field student associations.



7§ Amount of project grant

The project grant may be awarded despite the project having other financial means, if those means do not offset the expenses in whole.

8§ Reporting the use of project grant

The receiver is obligated to report the use of project grant in one (1) month after the end of the project. All receipts concerning the use of the grant money must be included in the report. If the project grant has not been used according to the application or the use is not reported, the Executive Board of JAMKO has a right to collect the grant back either partly or in whole. The project grant may also be returned voluntarily either partly or in whole.

GENERAL INFORMATION

9§ Informing of the awarded grants

The Executive Board of JAMKO informs its decision concerning the application in two (2) weeks after the grant is awarded. The Executive Board informs the Representatives Board after the receiver of the grant is notified of the decision.

10§ Complaints

Complaints of the Executive Board decisions concerning the grants may be filed in two (2) weeks after the applicant has been notified of the decision. The complaint must be delivered in written form to the Executive Board. The board handles all complaints.

11§ Amendments or changes in the regulations

The Representatives Board decides amendments or changes concerning these regulations. These regulations were accepted in a Representatives Board meeting on April 22, 2015.



APPLICATION FOR

General Grant for the year _____

Project Grant

Official name of association / person: _____

Phone: _____

Address: _____

E-mail: _____

Bank account number _____

Contact person (name and phone): _____

Amount of the applied grant: _____

The awarded grant is allocated to:

The appendices for the application form:

Current rules of the association

Report, accounts and the operations inspector's
report of last term

Action plan and budget plan for the term

List of Executive Committee and persons entitled to
sign the name

Project plan

Project schedule

Project budget

Time and place _____

Signature and clarification _____

GENERAL GRANT APPLICATION IS DELIVERED TO THE EXECUTIVE DIRECTOR OF JAMKO (FP23, Rajakatu 35, 40200 Jyväskylä).
REPORT OF THE USE OF GRANT MUST BE DELIVERED IN 5 MONTHS AFTER THE GRANT PERIOD.

PROJECT APPLICATION GRANT IS DELIVERED TO THE EXECUTIVE DIRECTOR OF JAMKO (toiminnanjohtaja@jamko.fi).
REPORT OF THE USE OF GRANT MUST BE DELIVERED IN 30 DAYS AFTER THE PROJECT END DATE.