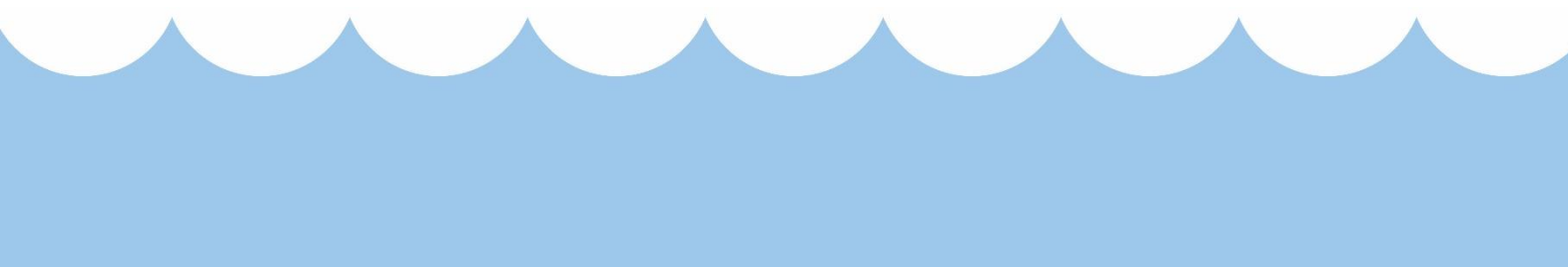




Grants for sports APPLICATION GUIDE 2024

City of Helsinki

Sports sub-committee of the Culture and Leisure Committee



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1. GRANTS FOR SPORTS

The Act on the Promotion of Sports and Physical Activity (390/2015, updated on 3 Feb 2023/144) sets out provisions on the promotion of physical activity and top-level sports; the responsibilities of and cooperation between 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 wellbeing 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;
8. greater equality in sports and physical activity; and
9. sustainable development in physical activity and top-level sports.

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.

The 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 wellbeing with due regard to the various target groups;
2. supporting civic action, including club activities; and
3. constructing and maintaining facilities for physical activity.

(Act on the Promotion of Sports and Physical Activity, sections 2 and 5, 3 Feb 2023/144)

Organised physical activity and the arranging thereof is primarily based on voluntary civic activity. Municipalities receive a government contribution for the operating costs of physical activities, which they can decide to use on supporting clubs or physical activities for retirees and special groups, among other things.

1.1. City of Helsinki grants for sports

According to the City of Helsinki Administrative Regulations (City Council 18/5/2022, Section 106, 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 makes a decision on the financial forecast and the Culture and Leisure Committee decide on the result budget for the grant year, the Sports Sub-committee shall make a decision on the division of the annual contribution for the various forms of sports support. The Sports Sub-committee decides on the distribution of the grant based on the available allocation.

In its meeting on 7 December 2023, the Sports Sub-committee made decisions on the forms of sports support and criteria, grant application periods, and bases for allocation grants in 2024 in accordance with this application guideline. These criteria and guidelines supplement the City of Helsinki's general grant application guidelines (City Council 28 October 2019, section 723). In addition to the City's general guidelines, applicants must follow the detailed grant-specific guidelines for application, use, and reporting in this guideline.

Grants can be given to applicants that fulfil the criteria that have applied for the grant by the deadline. The sum of the grant cannot exceed what has been applied for. If a community receives a grant for its sports activities from another City branch, the Sport Service will not approve a second grant.

City of Helsinki grants for sports may also be given to registered associations for use on non-profit physical activities. This requirement does not apply to event grants.

Grants are used to support activities arranged by an association. Grants are not given to activities that the City purchases from an association or activities that the City supports in some other manner.

Sports grants can be given to applicants that adhere to good governance, ethical principles for the sports community, and the UN Convention on the Rights of the Child.

Ethical principles for the sports community (in Finnish):

<https://www.olympiakomitea.fi/uploads/2021/11/a49b971c-reilu-peli-2021.pdf>

Good governance guidelines for associations: https://www.soste.fi/wp-content/uploads/2018/12/hh-opas_nettiin.pdf

UN Convention on the Rights of the Child: <https://www.unicef.org/child-rights-convention>

2. FORMS OF GRANTS AND CRITERIA

The Sports Sub-committee has decided, in its meeting on 7 December 2023, on the following grant formats for 2024 (table 1). This table includes, in addition to the grant formats, information on the eligibility of various communities for different types of grants.

	Sports clubs (definition: chapter 2.1, section 3)	Other sports clubs	Other associations that arrange physical activities	Other registered communities
Grants for basic activities				
Operating grant	x			
Grant for other associations that promote physical activities		x	x	
Start-up grant*	x	x		
Conditions				
Facility usage grant	x			
Clearing grant**				
Orienteering map grant	x			
Targeted grants				
Event grant***	x	x	x	x
Targeted grant	x	x	x	

*Start-up grants are intended for registered sports associations that have been in operation for under one year, which will be eligible in the future for either an activity grant or a grant for other associations that promote physical activities, depending on the sport they represent.

**Facility usage grant targeted at ice sports clubs for children and under-20s to pay for clearing rink shifts intended for ice hockey and figure skating clubs that are receiving an activity grant.

***Event grants are also available to associations registered outside Helsinki, if their events are held in Helsinki.

2.1. Operating grant, facility usage grant and orienteering map grant

Applications for activity grants, facility usage grants and orienteering map grants can be granted for sports clubs that meet the following conditions:

1. The applicant's declared residence is in Helsinki, and the activities are open to all residents. The subject activities must be primarily targeted at Helsinki residents.
2. The applicant must be an association registered at the Patent and Register Office. The club activities must be established and it must have been in operation for one whole calendar year before submitting the grant. This does not apply to clubs that have changed their name, have had a section register as an independent association, or if the applicant is a partial or total merger of two or more clubs that have received grants in the past.
3. The applicant's primary activities, according to its rules, are physical activities and the sport it represents is a part of the Finnish Olympic Committee and/or belongs to the list of national sports associations that receive government contributions from the Ministry of Education and Health. Over 50% of the club's regular exercise activities must be in sports that meet the above-mentioned criteria.
4. The sports club arranges regular, guided physical activities for a fixed group of its members at least 10 times during a 3-month period, considering the nature of the sport.
5. At least 50 of the club's active members, or alternatively 20 active members under the age of 20, whose residence is in Helsinki, must participate in the club's directed exercise activities.

2.1.1. Operating grant

Grants for basic activities

The operating grants are general, discretionary grants directed at sports clubs' sports activities that are granted based on calculated criteria. Final activity grants are determined from the relative share of a club's calculated grant of other activity grant applicants' share of the total available allocation.

The calculation of the activity grant is based on the following criteria:

1. **Number of active members with residence in Helsinki (junior/adult)**

- 1.1. The calculation weighs activities for children and young people at 80% and activities for adults at 20%. In the 2024 round for grants, children and young people are persons born in 2004 or later.
 - 1.2. In the application, active members are considered to be those that participate in regular, directed exercise activities intended for a fixed group at least 10 times during a contiguous 3-month period. The regular activities must be the club's own non-profit activities and do not include sports activities that are purchased from the city or implemented in cooperation with the city.
 - 1.3. A person may be reported as an active club member only once, even if the same person participates in multiple exercise groups over the course of the year.
2. The number of **instructors and coaches** who have completed at least the first level of the national coaching and instruction training (VOK 1). In addition to the regional sports associations' VOK 1 training courses, the calculation considers the number of instructors and coaches that have completed a sports federation course that is at least similar in level and content, or who have completed a vocational qualification in sports instruction (vocational college), a degree in sports instruction (UAS) or a master's degree in sports science (sports pedagogy or sports biology).

A braking share is applied to the grant calculation, which prevents an activity grant from being reduced by more than 20% when compared to an activity grant that was granted in 2023. If the change in active members or instructors and coaches is due to a structural change in the club, such as section(s) of the club separating from the club, the braking share does not apply.

The share the grant of the club's non-profit sports activities may not exceed 80%. Operating costs may not include loan repayments, interest or write-offs, write-downs, reserves or other accounting items that are not based on actualised expenses.

The smallest possible operating grant is EUR 200. Decisions on operating grants are made by the sports sub-committee.

2.1.2. Facility usage grant

Conditions

Facility usage grants are discretionary grants that are based on calculated criteria. Facility usage grants are available to Helsinki-based sports clubs that are granted a sports activity grant in 2024.

Facility usage grants are intended for facility costs for those other than the sports services' facilities and locations. The facility usage grant considers regular, directed sessions at facilities that are owned/controlled by other communities as well as at school sports halls.

Facility usage must also meet the following criteria to be considered for the calculation:

1. The sports club has used a facility shift for regular (at least 10 times during a contiguous 3-month period, considering the sport in question) and directed sports activities, and paid a facility fee for it. Regular sports activities carried out at a facility owned by the club itself are also considered for this calculation.
2. Only the club's regular, directed practice sessions held at sports facilities in the Helsinki metropolitan area with at least four active members and a coach/instructor present are considered as facility usage. Sports facilities in the Helsinki metropolitan area include sports facilities in the combined area of Helsinki, Vantaa, Espoo and Kauniainen.
3. The calculation considers the club's realised facility usage in 2023. (**exception below*)

It is possible to include significant changes in the club's use of sports facilities over the application period for consideration in the amount of the facility usage grant at our discretion. The following are considered significant changes: club mergers, a section(s) joining the club or leaving the club, renting or purchasing a new sports facility (attach the rental agreement to the application) or relinquishing control over or selling a sports facility. The applicant must note these significant changes separately on the application form and on the facility usage annex.

The calculation of the facility usage grant is based on the following factors:

1. The calculated maximum hourly price, which determines the maximum amount of grant per approved hour of facility usage. One hour refers to 60 minutes.

If the hourly rent paid by the club is lower than the calculated maximum hourly price, the amount of the grant is reduced proportionally. The maximum hourly prices are:

- Sports facilities and locations EUR 24/h
- Track shifts at swimming halls EUR 14/h
- Ice rink shifts for under-20s EUR 42/h

The club is not required to consider rent in reporting the above-mentioned calculated maximum hourly price; report the realised rent costs on the application instead.

2. The calculation weighs activities for under-20s at 100% and activities for adults at 90%.

The rent for a sports facility under the control of the sports club itself is calculated as follows: The rent expenses paid by the sports club are reduced by the rent income it receives from the facility. This difference (between rental expenses and income) is divided by the hourly amount of regular club practice, which results in the hourly price of facility usage. With facilities controlled by the sports club, the hourly rent includes the share of the sports facilities of the rent. The share of office, meeting, and warehouse facilities in the rent is not considered. For a sports facility owned by the sports club, the association must include all of the facility's operating costs (e.g. water, power, cleaning expenses) in the application.

The facility usage grant is calculated based on the rental invoice reported by the applicant as well as the facility usage document, which is attached to the application. The facility usage document must include similar information regarding the facility as the invoice. You may not divide the facility into smaller parts and, thus, report partial prices.

The available allocation influences the final sum of the facility usage grant and the hourly grant, the applicant's approved rental expenses and the calculated amount of hours, as well as the maximum hourly prices for facility usage grants, as approved by the sports sub-committee. The final facility usage grant is determined by the relative share of the applicant's calculated grant of other facility usage grant applicants' share of the total available allocation.

This form of grant does not apply to ice hockey and figure skating juniors' clearing rink shifts; do not include these costs on the application form or the facility usage document.

Decisions on facility usage grants are made by the sports sub-committee.

2.1.3. Orienteering map grant

The orienteering map grant is a grant provided to sports clubs to cover the production costs of orienteering maps printed in 2023.

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 2023.

Eligible costs for the grant include the costs of printing, 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 ²	Maximum euros/hour	Maximum euros/km ²
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. Grant for other associations promoting physical activity

Grants for other associations that promote physical activities are general grants intended for sports clubs as well as other associations that promote physical activities. These grants focus on physical activities for children and young people, the elderly and special groups, as well as the volume of activities. This grant is discretionary.

This grant is available upon application to associations that meet the following conditions:

1. The association's declared residence is in Helsinki, and the activities are open to all residents. The assisted sports activities must be primarily targeted at Helsinki residents.
2. The association must be registered at the patent and register office and must have been in operation for one calendar year before the application is submitted. The association must be established. This does not apply to associations that have changed their name, have had a section register as an independent association, or if the applicant is a partial or total merger of two or more associations that have received grants in the past.
3. The association arranges regular, guided physical activities for a fixed group of its members at least 10 times in a 3-month period, considering the nature of the activities. Associations for the elderly and special groups must arrange regular physical activities for the same group.

4. At least 50 of the association's active members, or alternatively 20 active members under the age of 20, whose residence is in Helsinki, must participate in the association's directed exercise activities. Regular physical activities of the associations for the elderly and special groups must be attended by an appropriate amount of participants with the expected functional capacity.

In the application, active members are considered those that participate in regular, directed physical activities intended for a fixed group at least 10 times during a contiguous 3-month period. The regular activities must be the association's own non-profit activities and do not include sports activities that are purchased from the city or implemented in cooperation with the city.

A person may be reported as an active member only once, even if the same person participates in multiple exercise groups over the course of the year.

The grant's share of the approved expenses may not exceed 80%. Approved expenses refer to operating costs of the association's physical activities. Operating costs may not include loan repayments, interest or write-offs, write-downs, reserves or other accounting items that are not based on actualised expenses.

Decisions on grants for other associations that promote physical activities are made by the sports sub-committee.

2.3. Start grant

The start grant is available to registered sports clubs that have been in operation for less than one year. 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 applicant's statutes is in Helsinki, and the activities are open to all residents of Helsinki.
2. According to the statutes, the main activities of the applicant shall be physical activities.

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

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

2.4. Event grant

The event grant is a grant provided to registered associations, companies or communities for the purpose of organising sports events. The event must fulfil the following requirements:

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 a registered association, company or community.
4. The grant shall be applied for prior to the event.
5. The event shall be reported after it is over.

The following criteria are emphasised in evaluating the applications and issuing the grant:

- Events that aim to inspire new target groups to engage in everyday activity, independent or guided physical activities
- Events targeted at children and/or young people.
- The scope and visibility of the event.
- Seasonal thinking, i.e. events organised in different seasons
- Locations of grant-receiving events around Helsinki. In 2024, there is an additional focus on events in Helsinki's urban renewal areas.
- The diversity of the events in terms of the sports represented
- The responsibility of the event from an ecological, economic and social perspective:
 - Environmental matters are considered in organising the event
 - The participation fee or lack thereof enables as many people as possible to take part
 - The impact on promoting non-discrimination and equality
 - The promotion of inclusion and communality

The event grant is discretionary. The issuing and 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 applicant's normal practice, competition and tournament activities, internal 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 expenditure includes the actual costs incurred from organising the event, such as facility fees, communications/marketing as well as additional employee expenditure related to the event.

The event grant may only be used to cover the expenditure 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. On a discretionary basis, the same event organiser can receive a grant for more than one event during a year.

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

2.5. Targeted grant

Targeted grants are available to registered sports clubs and other associations that arrange physical activities in Helsinki for targeted sports and physical activities. Targeted grants are discretionary.

Targeted grants are for development work that is intended to prevent 8–15-year old children and young people from dropping out of guided sports and physical activities. Targeted grants are intended to develop guided physical activities in a direction where children and young people commit further to guided physical activities in their leisure time. Eligible projects must be targeted primarily at children and young people from Helsinki.

Eligible projects must implement at least two of the minor measures as described below. The measures chosen must be clearly tied to the current status of the association and its existing resources.

- Creation/modelling of the club's internal activity paths
- New and varied ways for goal-oriented and leisure activities
- Various ways to participate in club activities in addition to regular leisure sports activities
- Improving instructor and coach competence in line with the goals of the target grant
- Participation/involvement/commitment of parents/guardians in club activities

The assessment of grants focus on applications that attempt to reduce drop-out through new types of partnerships and development measures, enabling children and young people to engage in the activities in a more varied manner at different levels. Eligible projects must strive for long-term change in preventing the drop-out phenomenon.

An application assessment also focuses on the following factors: the project scope and appropriateness in respect to the goals of the grant, the feasibility of the project's financial and operating plan, the applicant's existing funds and other possible external funding for the activities, continuity of the activities after the project period and assessment of the impact. Implementing the project in cooperation with other operators is considered to be a benefit.

The grant can be used on project expenses that are not the operator's regular basic expenses. The projects are required to have a share of self-financing. The grant may not be used to fund the purchase of fixed assets. Target grants may not be used to support business activities.

The project must have a person in charge, a clear operating plan as well as clear, realistic and measurable goals. Grants are provided for projects that last for one year.

Grant sums range between EUR 2,500 and 25,000.

Decisions on target grants are made by the sports sub-committee.

2.6. Clearing

Clearing grants is 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. Jääkenttäseätiö (The Finnish Ice Rink Association) invoices for sports services based on the actual arranged training sessions for juniors' ice hockey and figure skating. The amount of the support is €42/hour, but within the framework of the grant appropriation for 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. About six times a year in conjunction with invoicing, Jääkenttäseätiö informs the Sports Services how the appropriations allocated to the clearing grant have been distributed between different clubs.

3. APPLYING FOR A GRANT

Grant applications are primarily submitted through the **City of Helsinki grant application service** (avustukset.hel.fi). Application periods for the different forms of grants are determined in the following table. If an application is not submitted by the deadline, it is considered late. Late applications are rejected. Incomplete applications may/will also be rejected.

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 sent to the city records office must arrive by the due date at 3 pm.

FORM OF GRANT	APPLICATION PERIOD
1) Operating and facility usage grant	2 Jan–15 Feb 2024
2) Orienteering map grant	2 Jan–15 Feb 2024
3) Grant for other associations that promote physical activities	2 Jan–15 Feb 2024
4) Start grant	1 Jan–8 Dec 2024
5) Event grant	1 Jan–8 Dec 2024
6) Targeted grant	11 Mar–5 Apr 2024

Every form of grant has its own application form. The forms are available in the city's online grant service. In addition to the form, the application must include the mandatory, grant-specific attachments. These are detailed in the following table. You are not required to submit an individual attachment again if it was submitted to the city in connection to another grant application through grant services.

FORM OF GRANT	GRANT SERVICE FORM	MANDATORY ATTACHMENTS
Operating grant	Sports: operating grants and facility usage grants	<ul style="list-style-type: none"> - operating plan for the grant period - financial forecast for the grant period - financial statement (most recent confirmed, 2022 or 2023) - audit report (most recent confirmed, same year as financial statement) - activity report (most recent confirmed, 2022 or 2023)

		*Notes after the table
Facility usage grant	Sports: operating grants and facility usage grants	<ul style="list-style-type: none"> - separate facility usage document (Excel) – the file upload link is on the grant type page in the grant service - agreement on new sports facility or updated agreement, if the current agreement has been amended - rental receipts must be delivered upon request
Grant for other associations that promote physical activities	Sports: operating grants and facility usage grants	<ul style="list-style-type: none"> - operating plan for the grant period - financial forecast for the grant period - financial statement (most recent confirmed, 2022 or 2023) - audit report (most recent confirmed, same year as financial statement) - activity report (most recent confirmed, 2022 or 2023) - separate facility usage document (Excel), if the applicant wishes facility usage to be considered for the grant The Excel file upload link is on the grant type page in the grant service. <p>*Notes after the table ** Notes after the table</p>
Orienteering map grant	Sports: orienteering map grant application	<ul style="list-style-type: none"> - receipts must be delivered upon request
Start grant	Sports: General grant application	<ul style="list-style-type: none"> - Excerpt from the Register of Associations - Association rules - Financial forecast for the current or coming period - Operating plan for the current or coming period <p>*Notes after the table</p>
Event grant	Sports: Event grant application	<ul style="list-style-type: none"> - Event plan

		- Event budget (if not sufficiently made clear on the application form) *Notes after the table (incl. association rules)
Targeted grant	Sports: General grant application	- Separate attachment, found on the grant type's page in the grant service. *Notes after the table

*If the applicant has not previously applied for a grant from the City of Helsinki or their information has changed, the following must also be attached to the application:

- Association rules
- Bank notice of the account owner or copy of the bank account statement (the applicant must have a Finnish bank account to which the grant is paid)
- Excerpt of the Register of Associations or similar (YTJ)

**If the applicant arranges activities in different fields, attachments regarding the applicant's sports activities must be included with the application.

The operations of the authority, which in this case is the city, are governed by the Act on the Openness of Government Activities (621/1999). The Act states that official documents are public, unless otherwise stipulated. An official document can also be a document in the possession of an authority that has been delivered to it for the processing of the matter at hand. This means that the documents appended to the grant application are also regarded as public. If the appendices provided contain information that needs to be kept secret under the Act (621/1999), this information must be clearly indicated in the relevant appendix, with the requisite justifications.

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.

Decisions of the city's institutions and civil servants are public, and the documents will be made available on the city's decision-making website (paatokset.hel.fi) as soon as the decision is made public.

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 2024:

The operating grant, grant for other associations promoting physical activity, orienteering map grant, start grant and targeted grant for physical activity, are paid in one instalment after the grant decision.

The facility usage grant shall be paid after the grant decision in one instalment to those whose grant amount is less than EUR 100,000. The facility usage grant shall be paid in two instalments to those whose grant amounts to EUR 100,000 or more.

Event grants are paid immediately after the event, after the event organiser reports the realised event with a separate form.

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 expenditure, or to increase their financial assets or other long-term investments.
- 3) Grants are not released to be forwarded to other associations or as personal grants for members and/or participants. Grants are also not released to central confederations.
- 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 association 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.

Grant-specific information on report forms and more detailed deadlines can be found on the sports grant web pages and in the grant decision.

The report on the use of the grants must be submitted by the deadline.

7. GRANT ADVICE

Current affairs regarding grants for sports as well as grant-specific criteria and application guidelines are updated on the grants for sports website in the grant service (<https://avustukset.hel.fi/en/information-about-grants/grants-for-sports>).

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