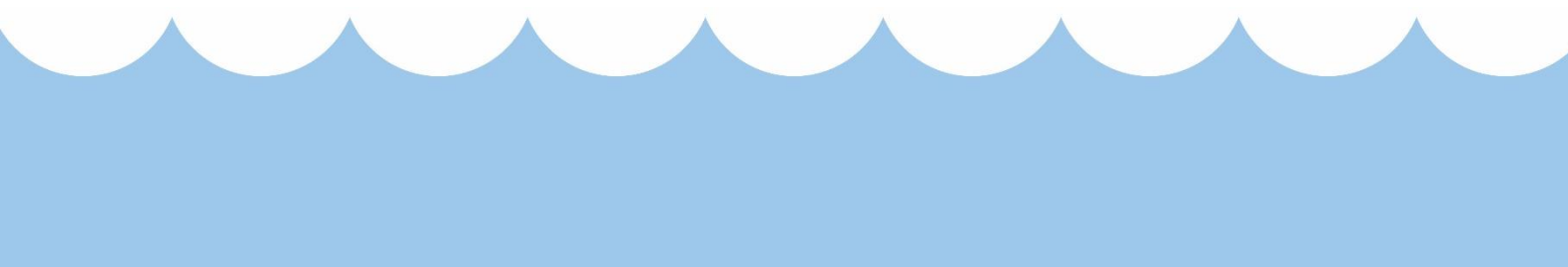




Sports grants
APPLICATION INSTRUCTIONS
2025

City of Helsinki

Sports Sub-committee of the Culture and Leisure Committee



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CITY OF HELSINKI'S SPORTS GRANTS

In accordance with Section 5 of the Act on the Promotion of Sports and Physical Activity (390/2015), the City of Helsinki uses sports grants to promote residents' possibilities for physical activity. In particular, the grants are used to support civic action in the field of physical activity, including club activities. The grants promote the implementation of the objectives of the Act on the Promotion of Sports and Physical Activity, taking into account the starting points of their implementation, which are equality, community, multiculturalism, a healthy lifestyle, a safe operating environment and respect for the environment (390/2015, Section 2, updated 3 February 2023/144).

[Act on the Promotion of Sports and Physical Activity 390/2015 – Translations of Finnish acts and decrees – FINLEX®](#)

According to Chapter 17, Section 1 of the City of Helsinki Administrative Regulations, 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. 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 (Chapter 17, Section 3 of the City of Helsinki Administrative Regulations).

Each year, the Sports Sub-committee makes a decision on the allocation of the grant appropriation to the different forms of sports assistance after the City Council has made a decision on the budget for the Culture and Leisure Committee. The Sports Sub-committee decides on the allocation of grants within the framework of the appropriation allocated to it.

In its meeting on 7 November 2024, the Sports Sub-committee made decisions on the forms of sports support and criteria, grant application periods and bases for allocation grants in 2025 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.

A grant may be awarded to eligible applicants who have applied for the grant by the deadline. The amount of the grant cannot exceed the amount applied for. If a community receives a grant for its sports activities from some other City of Helsinki grant form, 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. Grant activities take into account state aid regulation as well as the competitive effects of the grant.

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.

According to a decision of the Culture and Leisure Committee (15 March 2022, Section 47), grants are not awarded to entities that are subject to sanctions that are binding on the City of Helsinki. In addition, the beneficiary may not make the grant funds available or accessible for entities that are subject to sanctions that are binding on the beneficiary or the City of Helsinki.

Grant preparation takes into account and the beneficiaries are bound by the decision of the Sports Subcommittee on the principles and criteria for grants and the Culture and Leisure Division's common principles for grants (Culture and Leisure Committee 12 December 2023, Section 178) and the general guidelines for grants of the City of Helsinki (City Council 28 October 2019, Section 723).

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. Action contrary to the above principles may result in the recovery of the awarded grant.

Links:

[Good Governance for Associations](#)

[Fair Play – Ethical Principles for the Sports Community](#)

[UN Convention on the Rights of the Child](#)

1. FORMS OF AND CRITERIA FOR GRANTS

This section defines the principles and criteria for awarding different grants. It is important for the grant applicant to carefully familiarise themselves with the applied grant forms before completing the application.

Table: Eligibility of associations

	Sports clubs (definition: chapter 2.1, section 3)	Sports clubs (others)	Other associations that arrange physical activities	Other registered associations
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		

*The start-up grant is meant for registered sports clubs that have been in operation for less than a year

**Facility usage grant targeted at ice sports clubs for 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.

1.1. 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 domicile in accordance with the applicant's statutes is in Helsinki, and the activities are open to all residents of Helsinki. The activities to be supported must mainly be directed 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 at least one whole calendar year before applying for 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 must organise regular guided physical activities for the same group at least ten times during a continuous period of three months, taking into account the nature of the activity.
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.

1.1.1. Operating grant

Grants for basic activities

The operating grant is a general grant directed at the activities of sports clubs, granted on a discretionary basis on the basis of 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 operating grant is calculated based on the following criteria:

1. The number of active members in Helsinki (juniors/adults)
 - 1.1. The calculation weighs activities for children and young people at 80% and activities for adults at 20%. In the 2025 round for grants, children and young people are persons born in 2005 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 ten times during a contiguous three-month period. At least four participants and an instructor or coach must participate in the directed exercise activities. 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. Coaches, instructors, team leaders or other club officials are not classified as active participants.
 - 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 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 the previous year. 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 combined share of the operating and facility usage 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 operating grant to be awarded is EUR 200. Decisions on operating grants are made by the sports sub-committee.

1.1.2. 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 the same year.

Facility usage grants are intended for facility costs in other than the City of Helsinki's Sports Services' facilities and locations. The facility usage grant considers regular, directed sessions at facilities that are owned/controlled by other actors 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 ten times during a contiguous three-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 or 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 2024. (**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. If the actual number of hours and/or costs are lower than the reported figures, they will be deducted from the data in the following year's facility use appendix. If the applicant does not apply for a facility use grant the following year, the amount corresponding to the difference will be recovered from the awarded grant.

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

1. Calculated maximum hourly rate that determines the maximum grant amount per approved facility usage hour (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
- Swimming pool lane reservations 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 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.

The rent for a sports facility under the control of the sports club itself is calculated as follows:

The paid rent expenses 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. The share of sports facilities in the rent is included in the hourly rent. The share of the office, meeting and storage facilities in the rent is not taken into account, unless sports activities are carried out in these facilities. 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.

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.

1.1.3. Orienteering map grant

Conditions

The orienteering map grant is a discretionary grant provided to sports clubs to cover the production costs of orienteering maps printed in 2024. Facility usage grants are available to Helsinki-based sports clubs that are granted a sports activity grant in the same 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 2024.

Eligible costs used as a basis 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 to be attached to the grant application.

Voluntary work can be taken into account as a manufacturing cost:

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 for which a grant is applied for must feature the logo of the City of Helsinki.

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

1.2. Grant for other associations that promote physical activities

Grants for basic activities

The grant for other associations promoting physical activity is a general grant intended for sports clubs and other associations that organise sports activities. These grants focus on physical activities for those under the age of 20 or over the age of 64 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 sports activities to be supported must mainly be directed at Helsinki residents.
2. The association must be registered at the patent and register office and must have been in operation for at least one calendar year before the application is submitted. The association must be established. This does not apply to associations that have changed their name, divisions of associations that have been registered as independent associations or a full or partial merger of the activities of two or more associations that have previously received grants.
3. The association must organise regular guided physical activities for the same group at least ten times during a continuous period of three months, taking into account the nature of the activity. Associations for special groups must arrange regular physical activities for the same group.
4. At least 50 active members or alternatively 20 active members under the age of 20 or over the age of 64 whose residence is in Helsinki participate in the association's directed exercise activities. Regular physical activities of associations for 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 ten times during a contiguous [three-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. Associations for special groups may report as active participants members who regularly participate in the activity, taking into account the ability to function.

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%. 'Eligible expenditure' refers to costs incurred for the sports activities of the association. Loan repayments, interest and write-offs,

depreciation, provisions or any other calculated items that are not based on actual costs are not taken into account as expenditure incurred for the activities.

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

1.3. Start grant

Grants for basic activities

The start grant is available to registered sports clubs that have been in operation for less than one year. The amount of the start-up grant is 500 euros.

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

1. The association's declared residence is in Helsinki, and the activities are open to all residents.
2. According to the statutes, the main activities of the association must be physical activities.

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

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

1.4. Event grant

Targeted grants

The event grant is a grant provided to registered associations, companies or other 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 in Helsinki.
2. The event will engage Helsinki residents in physical activity and it will diversify the city's range of events.
3. The grant shall be applied for prior to the event.
4. 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
- Scope and visibility of the event
- The responsibility of the event from an ecological, economic and social perspective:
 - Environmental matters are considered in organising the event
 - The pricing or lack of pricing of the event allows for the widest possible participation in the event
 - The impact on promoting non-discrimination and equality
 - The promotion of inclusion and communality

In 2025, there is an additional focus on events in Helsinki's urban renewal areas.

In addition, the aim is to award grants in as diverse a way as possible with regard to:

- Seasonal thinking, i.e. events organised in different seasons
- The location of the events to be assisted in different parts of Helsinki
- The diversity of the events in terms of the sports represented

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 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, or international prestige competitions. Supported competition events may not be bigger than competitions at the national level (Finnish Championship).

Eligible expenditure includes actual costs from organising the event such as facility fees, communications/marketing expenses and additional employee expenses 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. However, on a discretionary basis, an event organiser may 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.

1.5. Targeted grant: promoting safer club activities

Targeted grants

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

Targeted grants are awarded for development work to promote safer exercise for children and young people in sports clubs. The aim of the grant is to make the club activities safer and more responsible. The eligible projects must be targeted primarily at children and young people from Helsinki.

In a safe club, children and young people can exercise without bullying, harassment, racism or other inappropriate behaviour. Inappropriate behaviour is addressed quickly and proactively and prevented by a wide range of measures. A safe club environment provides positive experiences in a supportive and appreciative atmosphere, which promotes social safety and a sense of community.

The assisted projects must include at least two sets of measures. One of them must be the development of **operating models for a safer club**. Below are examples of how safer operating models can be developed. The measure should be based on these or similar actions:

Example:

- *Appointing and training harassment contact persons*
- *Developing and deploying anonymous wellness surveys*
- *Updating the rules of the club to take into account harassment, bullying, racism and other inappropriate behaviour and the resulting disciplinary measures*
- *Establishing principles for a safer club*
- *Instructions on how to deal with situations of inappropriate behaviour*
- *Developing safer recruitment practices with criminal background checks on volunteers and employees*
- *Communicating the club's safer measures and making them visible*

In addition, one or more of the following measures shall be taken:

- **Increasing the safety and inclusion of children and young people in the activities of the club**
- **Developing the skills of coaches, instructors and other staff of the club from the point of view of safer club activities**
- **Developing anti-racism measures**
- **Preparation of an equality or responsibility plan and implementation of measures.**

As the applications are evaluated and grants awarded, emphasis is placed on projects that develop and test new operating models with the aim of finding permanent practices for the operation of the club.

Priority will be given to actors who have not yet completed or developed operating models for safer club activities.

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 as well as the continuity of activities after the project period. The systematic nature and concreteness of the project documentation and impact assessment are taken into account when comparing applications.

Grants may only be used for project-related expenses. After the end of the project, the candidate must report on the completed activities and the results achieved during the project. The applicant is required to provide financial reporting per cost centre, specifying the costs allocated to the project.

If the project is carried out as part of the basic activities of the club, for example, with the help of permanent staff, the usage report must specify how many hours each person spent working on the project. The grant cannot be used to finance the acquisition of fixed assets or support business activities.

The project must have a person in charge, a clear operating plan as well as realistic and measurable goals. The grant is awarded for a period of one year.

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

A grant may be awarded to eligible applicants who have applied for the grant by the given deadline. The amount of the grant cannot exceed the amount applied for.

Decisions on targeted grants are made by the Sports Sub-committee.

1.6. Clearing grant

Conditions

Clearing grants are allocated to support clearing rink shifts for children and young people under the age of 20 in the ice hockey and figure skating clubs covered by the targeted grant. Jääkenttäseätiö (The Finnish Ice Rink Association) invoices for sports services based on the actual clearing rink shifts 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.

2. 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 will be rejected. Incomplete applications may 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 15.00.

FORM OF GRANT	APPLICATION PERIOD
1) Operating and facility usage grants	10 January – 15 February 2025
2) Orienteering map grant	10 January – 15 February 2025
3) Grant for other associations that promote physical activities	10 January – 15 February 2025
4) Start-up grant	1 January – 7 December 2025
5) Event grant	9 December 2024 – 7 December 2025
6) Targeted grant	11 March – 4 April 2025

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/signed, 2023 or 2024)

		<ul style="list-style-type: none"> - Audit report (most recent confirmed/signed, same year as financial statement) - Annual report (most recent confirmed, 2023 or 2024) <p>*Notes after the table</p>
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/signed, 2023 or 2024) - Audit report (most recent confirmed/signed, same year as financial statement) - Annual report (most recent confirmed, 2023 or 2024) - A separate facility usage document (Excel) if the applicant wishes the facility use to be taken into account when awarding the grant. The 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"> - Invoices and receipts related to production costs are submitted separately upon request
Start-up 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 *Notes after the table
Event grant	Sports: Event grant application	- Event plan - Event budget (if not sufficiently made clear on the application form) *Notes after the table (excl. 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 organises activities in different sectors, the applicant must submit the sports activity budget, operating plan, financial statements and annual report as appendices. The sports activity budget must be a separately downloadable document. Other appendices may be provided as an itemised part of the supporting documents for the entire association's activities.

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 on the Openness of Government Activities (621/1999), this information must be clearly indicated in the relevant appendix, with the requisite justifications.

3. INFORMATION ON GRANT DECISION AND PAYMENT OF THE GRANT

The grant decisions, including instructions for appeal, will be sent for information to all 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) 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 (general guidelines for grants of the City of Helsinki, City Council 28 October 2019, Section 723) are met.

Grants for sports will be paid in the following instalments in 2025:

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 applicants whose grant amount is less than EUR 100,000. The facility usage grant shall be paid in two instalments to applicants 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.

4. 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 must arrange an audit in the manner stipulated by the Auditing Act.

The recipient must arrange the audit even if this is not required by the Auditing Act. In such a case, the audit may also be performed by a lay auditor. An audit report must be submitted for an audit performed by a lay auditor, referred to as a 'performance audit report'.

- 5) The recipient must notify the City of Helsinki without delay of any significant changes 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 party awarding the grant has the right to audit the accounts and administration of the applicant/recipient and perform other audits regarding its activities as necessary. 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.

5. 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 it is 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 (avustukset.hel.fi) and in the grant decision.

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

6. 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>).

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

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