

Instructions for the facility usage grant 2026

This notice is sent to all contact persons of the clubs (283) who applied for operating and facility usage grants from the City of Helsinki's sports services in 2025. The instructions concern applying for facility usage grants for 2026 and thus reporting facility usage information for the calendar year 1.1.-31.12.2025. The Sports Division of the Culture and Leisure Committee will decide on the detailed criteria for granting sports grants for 2026 in the fall of 2025.

Attachments:

Attachment 1 Facility use appendix 2026

Reporting facility usage and prices based on parts of the facility

The criteria for granting the facility usage grant have been updated in the application guide decision for 2024 (Sports Division 7.12.2023, § 28) with the following point:

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 purpose of the criterion is to ensure the fairness of different sports and space needs in a situation where facility usage grants are paid based on a defined maximum hourly rate. Support is paid based on the agreement between the club and the landlord for the space rented for sports use.

In the 2025 operating and facility usage grant processing, deficiencies were found between the facility use appendix and the submitted invoices or other related documents in meeting this criterion. In 2026, support can be granted for parts of the space only if this criterion is met. The criterion is considered met if:

- The subspace/part of the space reported in the facility use appendix is defined as a separate rentable part of the space/performance area either on the rent invoice or in a separate rental agreement with the space renter. The rental agreement can also be replaced by a certificate from the landlord verifying the separate parts of the space. The detailed usage of the space/part of the space can be verified, for

example, on the rent invoice, invoice attachment, or a report that can be printed from the billing/reservation system per billing period.

- The reported partial price of the space is defined on the rent invoice or rental agreement, or it must be otherwise generally understandable (e.g., based on area, 1/2 of the space price is 50% or 1/3 of the space price is 33.33% of the total space price).

All mentioned and other requested documents during the application processing must be submitted to the sports services by the given deadlines.

Format and filling instructions for the facility use appendix 2026

When filling out the facility use appendix (mandatory attachment for applying for facility usage grant), the following additional instructions must be considered:

- In the "Liikuntatila" column, the specific name of the subspace must be clearly stated. The name must also indicate if the subspace is part of a larger rentable space and distinguish it from other similar individual subspaces in the hall/sports venue. Examples:
 - Football field (1/2 field)
 - Gymnastics hall, section 2
 - Floorball court 5
 - Tennis court 9
- Space usage must be detailed in the facility use appendix by day of the week with uniform time intervals and uniform date intervals. The only exception is regular training activities with irregular shifts at exceptional times (e.g., summer ice). A single intermediate week (e.g., autumn or winter holiday weeks) does not need to be split into two rows.
- Space usage is always reported based on the part of the space in which the regular training activities happen, and for which the grant to support rental costs is applied for. Multiple parts of the space cannot be combined on the same row.

The date and time information in the facility use appendix is divided into separate columns (day of the week, start date, end date, start time, end time) in the 2026 template. The set data types (format) of the columns must not be changed when filling out the attachment, and the information must be provided in the given format. Auxiliary training for sports must always be recorded with the main sport information of the training group.

Helsinki, 14.5.2025

Best regards,

Sports Grant Team

City of Helsinki

Culture and Leisure / Sports Services / Activation for Sports / Partnership and Development

Unit / Sports Grants and Space Reservations

PL 51400, 00099 HELSINGIN KAUPUNKI

Konepajankuja 3, 00510 Helsinki

liikunta.avustukset@hel.fi

<https://avustukset.hel.fi/fi/tietoa-avustuksista/liikunnan-avustukset>