



Jyväskylän yliopiston

ylioppilaskunta

## General grants for subject associations

Mandatory questions are marked with a star (\*)

Welcome to fill out this form. JYY's general grants for associations are given based on your answers in this application. This form is dedicated to subject associations operating within JYY.

The basic amount of the general grants was shared this spring and it's purpose is to support the basic functions of the association. This part of the grants is action-based.

- The amount of grants is based primarily on activities and themes such as activity, diversity and equality
- The activities must be inclusive to all members and new members are recruited.
- Also the involvement to JYY's activities and values are taken into consideration in this grant.

In this application the association are asked to evaluate present year's activities.

We encourage the Board to discuss the matters of the application and evaluate their success of activities. That means that this form can be used as a tool of self-evaluation and it can be helpful with constructing the annual report and the testaments.

If you encounter any difficulties while answering the questions, please be in contact with member and association services secretary, [jasenpalvelusihteeri@jyy.fi](mailto:jasenpalvelusihteeri@jyy.fi)

**JYY expects everyone to answer truthfully. JYY will organize some random checks to make sure that the answers reflect the truth. In case foul play is found, JYY may deny the grants from the association for this and the following year in full amount.**

### 1. Contact information \*

Name of the association

Name of the contact person

Email address of the contact person

Phone number of the contact person

The bank account of the association in IBAN-format

**2. The association is registered.**

Only associations that have registered to be operating within JYY can apply for grants. If registering is still in progress, contact JYY's member services secretary and write a description of the current state.

- Yes
- No (Write a description)
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Administration

**3. Choose the statements that are true for your association (max 2p)**

- List of members is up to date. 1p
- There is a registration description of the list of members in accordance with GDPR. 1p

**4. The association has appropriately archived its minutes of the meetings with attachments. 2p**

It is recommended that the minutes are archived for at least ten years since the reparation responsibility usually lasts for that duration.

	Yes (1p)	No (0p)
This year	<input type="radio"/>	<input type="radio"/>
For ten years or from the start of the association	<input type="radio"/>	<input type="radio"/>

**5. The Board has made sure that their activities are in accordance with the association's rules and Finnish Associations Act. 2p**

	Yes (1p)	The situation has not been monitored / No (0p)
Activities have been in accordance with the rules	<input type="radio"/>	<input type="radio"/>
Activities have been in accordance with the Finnish associations act	<input type="radio"/>	<input type="radio"/>

**6. How do you accept minutes in your associations? Both minutes from the board meetings and general meetings. 1p based on the answer.**

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Finances

**7. Association's accounting is finished for this year. 2p**

- Over 9 month's period (2p)
- Over 6 month's period (1p)
- Below 6 month's period (0p)

**8. there are clear indications of how much money is budgeted or used for events and purchases in the minutes of the Board meetings.**

- Yes (2p)
- Partly (1p)
- No (0p)

**9. The Board followed the fulfillment of the budget during the year. 2p**

- Actively (2p)
- Occasionally (1p)
- Rarely (0p)

**10. Free word regarding the questions of this page (mark the number of the question before the answer).**

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Activities of the Board

**11. The following claims based on the Board's material bank are valid. 2p**

Material bank can be a Drive-folder, where the minutes, testaments and memos are collected etc.

All the required material is available and the content is well organized. (1p)

The material bank does not violate the privacy policies of the association. (For instance, how the participant list for an event is kept and who has access to it.) (1p)

**12. The Board has written or updated the testaments of different responsibility areas. 2p**

If you finish this form early, please estimate the situation which would be on the date of the dead-line.

Over half of the testaments are ready. (2p)

Writing or updating the testaments has been started. (1p)

No. (0p)

**13. How do you familiarize a new Board in your association? (Max. 2p)**

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**14. Describe the best practices on how the Board seeks to improve the sense of community and policies. (+2p for the answer)**

How have you made the activities of the Board pleasant? How has the well being of the Board members taken into account? What set of rules has the Board created for its activities?

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Communication to the members

**15. The association has updated its website where the contact information, schedule for events and other information for members can be found. 4p**

Yes (2p)

Partly (1p)

No (0p)

There was no need (2p)

In Finnish

In English

**16. The communication of the association is regular, up to date and proactive. 2p**

Yes (2p)

Partly (1p)

No (0p)

**17. Shared rules for use of communication channels where created and followed. 1p**

Yes (1p)

No (0p)

**18. Choose the statements that are true for your association (max 2p)**

The association follows the statistics of its communication channels in order to communicate where the members are best reached. (For instance number of followers, time spent on website etc.). (1p)

The association has discussed together the purpose of different communication channels. (1p)

**19. The association published a member newspaper. 1p**

The newspaper could be published in cooperation with another association.

Yes (1p). The name of the newspaper:

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No (0p)

**20. Free word regarding the questions of this page (mark the number of the question before the answer).**

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## Participating in JYY's activities

### 21. JYY's logo can be founded from the association's website as a symbol of cooperation. 1p

Yes (1p)

No (0p)

### 22. Representative of the association has participated in one (or more) of JYY's Subcommittee meetings. 14p

	Twice or more often (2p)	Once (1p)	Not once (0p)
Subcommittee for Academic Affairs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subcommittee of Health and Well-being	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subcommittee for Environmental Affairs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subcommittee for International Affairs (SIA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subcommittee for Development Cooperation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subcommittee for Cultural Affairs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Club of associations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 23. A member of association has participated in JYY's sector trainings after association seminar. 8p

	Has participated at least once (2p)	Has familiarized oneself to materials afterwards (1p)	Not once (0p)
Training/peer meetings for chairpersons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting for treasurers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting for event coordinators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting for secretaries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 24. Board members of the association have participated in JYY's... 6p

	Over half of the board (2p)	Less than half of the board (1p)	Not at all (0p)
Association Seminar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Association Spectacle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Sharing information

### 25. The association has advertised its events in Jyytiset or in JYY's event calendar. 2p

Twice or more often (2p)

Once (1p)

Not at all (0p)

**26. The association has spread news (not just Jyytiset) about the following events. 4p**

	Yes (1p)	No (0p)	Not relevant (0p)
Sports-appro or JYY-cooper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Association Fair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
JYUnity Fest 2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
JYROCK	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sexual health -day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**27. The association has provided information about health and well being. (For example FSHS and health, student grant, basic social assistance, living). 2p**

These matters are discussed in the Facebook-group and in the meetings of subcommittee for health and wellbeing

Regularly (2p)

Often (1p)

Rarely or not once (0p)

Not relevant (0p)

**28. Free word regarding the questions of this page (mark the number of the question before the answer).**

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Student advocacy

**29. The Board members met the representatives from university responsible for study subjects, departments or faculties or were present in education development group.**

At least once in two months (2p)

Rarely (1p)

Not at all (0p)

**30. The association collected feedback from studies or university activities. 3p**

- Yes (1p)
- The results were shared with the members (+1p)
- The results were shared with the university staff members (+1p)
- No (0p)
- We are an umbrella association, the feedback is collected by our member associations (1p)
- We are an umbrella association, we collected feedback from our member associations (+2p)

**31. The association has kept contact with the student representatives in administration. Describe. 2p**

Student representatives are in decision-making bodies of administration: faculty council, university collegium, university board. On point will be gifted from keeping contact, another from the text answer.

Yes (2p)

No (0p)

**32. The association informed its members regarding university and studying. 3p**

- Regularly (2p)
- Occasionally (1p)
- Not once (0p)
- Informing was also in english/targeted towards international students (+1p)
- There isn't a valid reason for us to inform in two languages (+1p)

**33. The Board and the tutors planned activities that is directed to new students. 2p**

- Regularly (2p)
- Occasionally (1p)
- Not enough (0p)
- Not relevant (0p)

**34. The association had work life cooperation with... (3p)**

	Yes (1p)	No (0p)
labour union	<input type="radio"/>	<input type="radio"/>
companies or agents relevant to the subject	<input type="radio"/>	<input type="radio"/>
alumni	<input type="radio"/>	<input type="radio"/>

35. Free word regarding the questions of this page (mark the number of the question before the answer).

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Harassment, bullying and discrimination

36. The association executed equality survey targeted towards the JYY's associations. 4p

The association shared the link of equality survey in association's communication channels and encouraged its members to answer the survey. The association also requested a report of the survey from the specialist of social affairs. JYY recommends to make this survey every third year.

- In the last three years (4p)
- In the last five years (2p)
- Not in the last five years (0p)

37. The equality plan was gone through with the Board, the members were informed of it and it was actively advanced in the activities of association.

	Yes (1p)	No (0p)
The equality plan was gone through with the Board	<input type="radio"/>	<input type="radio"/>
The members were informed of the equality plan	<input type="radio"/>	<input type="radio"/>
The goals of equality plan were advanced	<input type="radio"/>	<input type="radio"/>

38. The Board has contemplated how to prevent harassment, bullying and discrimination. 2p

- Yes (2p)
- No (0p)

39. The Board has contemplated how to react in cases of harassment, bullying and discrimination. 2p

- Yes (2p)
- No (0p)

**40. Attach the guidelines approved by the Board on how to prevent and react to harassment, bullying and discrimination. (+2p)**

Prevention of harassment, bullying and discrimination +1p

Reacting to harassment, bullying and discrimination: +1p

Please note that the maximum filesize is 20 MB.

**41. Free word regarding the questions of this page (mark the number of the question before the answer).**

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Environment

**42. Choose the statements that are true for your association (max 2p)**

	Yes (1p)	No (0p)
The association has a member responsible for environmental affairs.	<input type="radio"/>	<input type="radio"/>
The association informed its members regarding environmental events	<input type="radio"/>	<input type="radio"/>
The association preferred organic and local food	<input type="radio"/>	<input type="radio"/>
The association used the tools and equipment that JYY or other associations lend or lent its own tools and equipment	<input type="radio"/>	<input type="radio"/>
The association took part in or organized an event with an environmental theme.	<input type="radio"/>	<input type="radio"/>

**43. The association has a plan to advance its environmental activities**

- The association has a separate environmental plan (2p)
- Environmental issues are taken into consideration in the action plan (1p)
- There is no plan (0p)

**44. The association recycled in its events and/or its room. 5p**

	Yes (1p)	No (0p)
Bottles and cans	<input type="radio"/>	<input type="radio"/>
Dry waste	<input type="radio"/>	<input type="radio"/>
Biowaste	<input type="radio"/>	<input type="radio"/>
Paper, cardboard	<input type="radio"/>	<input type="radio"/>
Plastic	<input type="radio"/>	<input type="radio"/>

**45. The association compensated for the environmental impact of their travels**

Association may compensate for instance by paying for a compensating company

- Yes (1p)
- No events needed traveling across long distances (1p)
- No (1p)

Development cooperation / Charity

**46. The association is committed to university's Fair Trade -project. 1p**

More information of the project can be found here: <https://jyy.fi/en/for-students/sustainable-development/development-cooperation/fair-trade/>

- We always offer Fair Trade products when possible. (1p)
- No (0p)

**47. The association did charity. 3p**

- Blood donating campaign or active blood donating group (1p)
- Voluntary work, what? (1p)  
\_\_\_\_\_
- Charity, what? (1p)  
\_\_\_\_\_

**48. Choose the statements that are true for your association (max 2p)**

	Yes (1p)	No (0p)
The association participated in or organized a development cooperation theme event. (1p)	<input type="radio"/>	<input type="radio"/>
The association has informed its members of development cooperation themed events and/or projects (1p)	<input type="radio"/>	<input type="radio"/>

49. Free word regarding the questions of this page (mark the number of the question before the answer).

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International affairs

50. Choose the statements that are true for your association (max 4p)

	Yes (1p)	No (0p)	There are no international students in our study program(s) (1p)
The association has introduced itself in an event aimed towards international students or contacted international students at the beginning of semester.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has the association taken into consideration international students in academic or social affairs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

51. Choose the statements that are true for your association (max 4p)

	Yes (1p)	No (0p)
The association wrote a welcome letter aimed towards international students.	<input type="radio"/>	<input type="radio"/>
The association has informed its members about the possibility of internationalization at home.	<input type="radio"/>	<input type="radio"/>

Involvement

52. The association did a member survey to develop its own operation.1p

- Yes (2p)
- No (0p)

**53. Members were encouraged to participate in the activities of the association. 5p**

- External working groups (1p)
  - The Board meetings are open for all members (unless for a specific reason) and the time and place of the meeting is advertised (1p)
  - The members can get acquainted with the decisions made in meetings (1p)
  - International students are encouraged to take part in the activities (1p)
  - Some other way, please tell how (1p)
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**54. Describe how the association has encouraged members to participate in activities and how has that worked out so far. (Max. 2p)**

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**55. Free word regarding the questions of this page (mark the number of the question before the answer).**

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Sports

*Events where lots of alcohol is used or promoted are not counted here as Sports activities.*

**56. The association has regularly occurring sports activity.**

The activity can be organized with another association. It can be for instance weekly sports shift or social media content.

- Yes (1p)
- No (0p)

**57. The association... 8p**

	Twice or more (2p)	Once (1p)	Not once (0p)
organized a low threshold sports event	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
organized or took part to a competition between associations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
experimented a new sports event.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
organized a hike or day-trip to nature.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Events**

*In this section both self-created events and shared events are counted.*

**58. If an event has a participation fee, there are terms which participants need to agree on.**

- Yes (1p)
- No (0p)

**59. Choose the statements that are true for the events your association organized / was part of organizing (max 6p)**

	Always (2p)	Occasionally (1p)	No / Rarely
In the event description the contact information of the organizer was detailed in case of inquiries and emergency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Events had a designated person responsible for equality and participants were informed of this.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diets and allergies were taken into account when organizing events.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**60. Hindrances of participating in events was taken into consideration when planning the association's events calendar. 2p**

For example: Point of time, location, entrance fees, use of alcohol

- Yes (2p)
- Occasionally (1p)
- No (0p)

**61. Descriptions of the events were comprehensive in terms of possible program. Descriptions made clear the nature of the events for those who have never participated in similar events. 3p**

- Always, as well in English (3p)
- Always (2p)

- Occasionally (1p)
- Rarely (0p)

**62. If alcohol was served in the events, non-alcoholic option was available and was as easy to choose. 2p**

Events such as beer tasting and wine tasting are not counted for this question.

- Always (2p)
- Occasionally (1p)
- Rarely (0p)

**63. Events were advertised in a way that makes participating with a non-alcoholic option reasonable. 2p**

Drinking wasn't encouraged in the event descriptions and participating with a non-alcoholic option was made clear. Events such as beer tasting and wine tasting are not counted for this question.

- All the events (2p)
- Over half of the events (1p)
- Rarely (0p)

**64. The association did cooperation with other associations. 2p**

Cooperation can be shared events, helping each other with communication or student advocacy, or discussions between Boards.

- With over ten associations (2p)
- With over five associations (1p)
- With less than five associations (0p)

**65. In its events the association took into consideration and guided participants about environmental issues (recycling, not thrashing etc.)**

- Organizers took into consideration and participants were guided (2p)
- Organizers took into consideration (2p)
- No (0p)

**66. Association offered only vegetarian or vegan food in its events. 2p**

- All of the events had only vegetarian or vegan food. (2p)
- Some of the events had only vegetarian or vegan food. (1p)
- No (0p)

**67. Association tried to minimize food loss in its events. (1p)**

- Yes (1p)
- No (0p)

**68. The association had bilingual events or an events in English. 2p**

Subject associations for linguistics can hold events in the subject language.

- Twice or more (2p)
- Once (1p)
- Not at all (0p)

**69. The association organized international events for domestic members. 2p**

For example exchange info, trips to other countries or meet-up with international students.

- Twice or more (2p)
- Once (1p)
- Not once (0p)

**70. The association visited museum, theatre or other art or culture attraction**

- Twice or more (2p)
- Once (1p)
- Not at all (0p)

**71. The association had informative events. 2p**

For instance concerning well-being, the subject the students study, other current news, panel discussions etc.

- Twice or more (2p)
- Once (1p)
- Not at all (0p)

**72. The association held covid-safe events. 5p**

The association followed covid regulations or during the regulations the events were held remotely.

- Yes, all events (5p)
- No (0p)

