



Jyväskylän yliopiston

ylioppilaskunta

# General grants for hobby 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 hobby 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 a 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

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Name of the contact person

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Email address of the contact person

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Phone number of the contact person

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The bank account of the association in IBAN-format

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## 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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### 3. How large portion of members are also members of JYY?

The final sum of the grant will be calculated with the portion of JYY members. An estimate will be enough for this question.

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## Administration

### 4. 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

### 5. 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"/>

### 6. 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"/>

**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 e.g. 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)
In Finnish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

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

**17. Official communication is done on channels, that reach all of the members. 1p**

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

**18. Describe the purpose of different communication channels**

Communication channels can be for instance website, mailing list, Facebook and Instagram.

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**19. 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

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

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

**21. Representative of the association has participated in JYY's Forums or Association Club. 6p**

Maksimipistemäärä tässä kysymyksessä on kolme. Jokaisesta osallistumisesta saa yhden pisteen. Maksimipisteet voi saada, jos on käynyt kolmessa saman valiokunnan tapaamisessa. Maksimipisteet voi myös saada, jos järjestön edustaja on edustanut eri valiokuntien tapaamisissa.

	Twice or more times (2p)	Once (1p)	Not once(0p)
The Chairperson Forum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any other Forums	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Association Club (Järjestöklubi)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**22. A representant of the association took part in... 4p**

- Seminar of associations (Järjestöseminaari) (3p)
- The association spectacle (Järjestöspektaakkeli) (1p)

Sharing information

**23. The association has advertised its events in Jyytiset. 2p**

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

**24. The association took part in the Association fair of JYY. 1p**

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

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

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**26. 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)

**27. The results of the equality survey was gone through with the Board and the members were informed of them.**

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

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

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

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

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

**30. Attach the guidelines approved by the Board on how to prevent and react to harassment, bullying and discrimination. (+3p)**

Prevention of harassment, bullying and discrimination +1p

Reacting to harassment, bullying and discrimination: +1p

Principles of a safer space: +1p

Please note that the maximum filesize is 20 MB.

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

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Environment

JYY encourages associations to take environmental and sustainability into account in all actions

**32. The association has contemplated the environmental of its activities**

- All of the associations activities take into account environmental issues. (2p)
- There has been discussion of the environmental friendliness in the association (1p)
- No (0p)

Development cooperation / Charity

**33. 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)

**34. The association did volunteering or charity that is outside of the scope of its core activities. (Max 2p)**

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International affairs

**35. The association has introduced itself in an event dedicated to international students or has contacted international students at the beginning of the semester. 1p**

Yes (1p)

No (0p)

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

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Involvement

**37. The association had activities approximately... 4p**

Multiple times in a month (4p)

Twice a month (3p)

Once a month (2p)

A couple of times in a semester (1p)

Rarely (0p)

**38. The association did a member survey to develop its own operation. 2p**

Yes (2p)

No (0p)

**39. The activities of the board were open to members. 2p**

The meetings of the board were open and their timings were communicated (1p)

The minutes of the board meetings were available to the members (1p)

**40. The association had an event to attract new members (2p)**

At least twice a year (2p)

- Once a year (1p)
- Not at all (0p)

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

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Events

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

**42. If an event where participants have to sign up, there are terms which participants need to agree on.**

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

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

	Always (2p)	Occasionally (1p)	No / Rarely (0p)
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"/>

**44. 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)

**45. 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, in Finnish and in English (3p)
- Always (2p)
- Occasionally (1p)
- Rarely (0p)

**46. 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)

**47. 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)

**48. 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 three associations (2p)
- With an association1 (1p)
- Not at all (0p)

**49. 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)

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



