

# Policy for Grants



## Purpose behind Grants

One of the purposes of the Linneaus Union is to aid the students' associations at Linnaeus University in their work to maintain the quality of their study-social operations and their educational coverages for the students of Linnaeus University. The Linnaeus Union wants the students' associations to arrange projects and activities with quality. In order to support the operations of the associations, Linnaeus Union offers the possibility to apply for grants (Äskan) to finance projects and activities.

It is of importance that the activity or project at hand will promote a benefit for, and appeal to, students at Linnaeus University. The funds are the Linnaeus Unions approach to support the associations' projects and activities aimed to benefit the students at Linnaeus University, if the associations need financial support in order to execute them.

An association can apply for funds an unlimited number of times but can only be granted funds twice (2) throughout the business year of the Linnaeus Union (June - July). Application for funds can be done an unlimited number of times. The board maintains the right to grant an application with a higher or a lower amount of funds than requested in the application. Decision regarding an application cannot be appealed. A review of an application will be made if apparent faults regarding the decision has been made on the part of the board.

If the project/activity is in need of support that are not monetary, Linnaeus Union might be of help. Questions regarding the layout of the application and other related questions are encouraged by the Linnaeus Union.

## Requirements for application

These requirements shall be met in order for the board to process the application. If all the requirements have not been met or the application is not complete, the application will be referred without being processed by the board.

- Only students' associations approved by Linnaeus Union, with a valid cooperation agreement with the Union, has the right to apply for funds or other kinds of support by the board.
- Applications shall be submitted via the application form, which can be found on Linnaeus Union website. The form has to be complete and written through a computer.
- The application shall be submitted to one of the Heads of Social Matters no later than fourteen (14) days before the next board meeting. It lies on the applying association to find the date of the next board meeting.
- The application shall be submitted to one of the Heads of Social Matters no later than two (2) months prior to when the project/activity is scheduled to take place. Head of Social Matters can choose to process an application which is scheduled within two (2) months if particular reasons are deemed to be present.
- An application shall reflect the core values of Linnaeus Union and is not allowed to antagonize these core values.

- An application may only regard one (1) project or activity. If the application regards an activity in a larger event; then the entire event shall be regarded in the application.

## Considerations and the quality of the application

The board will consider the perspectives below in the processing of the application. The board will maintain the right to grant an application with a higher or a lower sum than requested in the application.

It is of importance that the application presents the associations' view on these perspectives in order for the board to consider the approval of the application and the requested sum for the approved application.

- If the project/activity benefits students at Linnaeus University.
- If the project/activity mainly targets students at Linnaeus University.
- If the project/activity is reoccurring in the association. The board encourages new ideas and projects that are not part of the associations fiscal frame, which in turn may need financial support in order to be executed.
- If the association will be able to execute its idea without the support of the Linnaeus Union. The application shall not be dependent of the Linnaeus Unions financial support.
- If the project has a budgeted zero-result; the Linnaeus Union will not approve applications where the association will profit from a project/activity. The application is therefore expected to include a clear budget for the project/activity.
- What the association will procure for the requested amount. Exceptions can be made, but since the purpose with the application is to support the projects/activities that are not within the associations' fiscal frame, the board generally does not approve applications regarding inventory. Inventory includes materials that the associations can reuse, such as office materials, clothes, furniture etc.
- If the project/activity is geographically exceeding. The Linnaeus Union encourages projects/activities that includes students of the entirety of Linnaeus University (including Växjö, Kalmar, Ljungby, Hultsfred, Nybro and students with no physical education).
- The Linnaeus Union does not approve funds for the purchase of alcohol. The Linnaeus Union encourages applications that promotes a sober friendly culture and a non-alcohol environment.
- The requested amount in relation to the size of the activity. The board may be willing to grant larger funds for projects/activities that includes to a higher number of students.

## The application process

How the board processes applications before, during and after their meetings.

### Before

An application is submitted to Head of Social Matters no later than two (2) months before the project/activity is scheduled and no later than fourteen (14) days before the upcoming board meeting. The board assembles once a month.

Head of Social Matters ensures that the application fulfills the requirements in order to be processed by the board

- If the requirements are not met, Head of Social Matters will refer the application to the association. The association will have the opportunity to rework the application and submit it again.
- If the requirements are met, the Head of Social Matters will put the application in front of the board.

### During

The board discusses the application in relation to the perspectives that the board will consider when processing an application.

The board makes a decision regarding the application. The decisions that can be made are to approve, to refer and to reject an application.

- Approval means that an amount is approved and will be given to the association.
- Refer means that the board is lacking information in order to come to a decision. The association will be given the opportunity to add information to the application. The application will then be processed on a new board meeting.
- Reject. The application has not been approved and the project/activity will not be funded.

### After

The board will submit a written decision regarding the application no later than fourteen (14) days after the board meeting which will include:

- If the application has been approved, referred or rejected.
- A motivation behind the boards' decision.
- Demands for countermeasures.
- A timeframe for reporting back to the board.
- Countermeasures for the application made by the association.
- All approved applications shall be reported back to the board from the association.

This is usually done by submitting receipts on the items which was procured with the funds and by presenting how the countermeasures was executed.

- If the project/activity is not executed at all, the association is considered responsible to refund the approved sum for the project/activity.
- If the association does not report back or if the countermeasures are not made, the association may be responsible to refund the approved sum for the activity/project.