

Policy for grants



Reviderad: 2023-10-03

Information about grants

One of the purposes of Linnékåren is to assist the student associations at Linnaeus University in their efforts to maintain a high-quality social and educational support system for students at Linnaeus University. Linnékåren wants the student associations to be able to organize high-quality projects and activities for their members. To support the activities of the student associations, Linnékåren offers the opportunity to apply for partial funding for projects and activities.

It is important that the activity or project should promote the benefit of the students and primarily target students at Linnaeus University. The partial funding of projects is Linnékåren's approach to supporting projects or activities that are beneficial to the students at Linnaeus University, but where the student associations may need financial support to carry them out.

A student association can apply for funds an unlimited number of times but can be granted a maximum of 2 times per operational year for Linnékåren (July-June). The norm is that an association can be granted a maximum of 20,000 SEK per operational year.

The student union board reserves the right to grant an amount higher or lower than the requested amount. Decisions cannot be appealed. Reconsideration takes place when obvious errors have occurred in the board's decision-making.

If the project/activity requires support other than purely financial contributions, Linnékåren may possibly be able to help. Questions about the application's format and other related questions are encouraged to be directed to the student union.

Requirements to apply for grants

These requirements must be met for the student union board to consider the application. If all requirements are not met, or if the template is not filled out correctly, the application will automatically be returned without being processed at the student union board meeting.

- Only student associations approved by Linnékåren, with a valid collaboration agreement, have the right to request money or other assistance from the student union board.
- Requests should be made using the application template available on Linnékåren's website. The template must be fully completed and typed.
- The application must be submitted to one of the Responsible for Student Affairs in Linnékåren no later than 14 days before the next student union board meeting or the deadline provided by the Responsible for Student Affairs for the period. It is the responsibility of the applying association to find out the date of the next student union board meeting.
- The application should be in the hands of the Responsible for Student Affairs no later than eight weeks before the project/activity takes place, in case the application needs to be returned. If there are specific reasons, the Responsible for Student Affairs may choose to let an application be processed even if the event will be within two months.

- An application should adhere to Linnékåren's core values and must not conflict with them.
- 6. An application can only cover one activity/project. If the application pertains to an activity within a larger event, the entire event should be presented in the application

Indications the board considers in the decision about the grant

The student union board will consider these perspectives when reviewing the application during their meeting. The board also reserves the right to grant an amount higher or lower than the requested amount. It is important that the application presents the student association's views on these perspectives so that the board can make a decision regarding the approval of the application and the total amount that may be granted.

- If the project/activity benefits the students at Linnaeus University.
- If the project/activity primarily targets students at Linnaeus University.
- If the project has a budgeted break-even result (zero profit). Linnékåren does not grant requests where the project/activity makes a profit. Therefore, the application is expected to include a clear budget for the project/activity.
- What the student association intends to purchase with the requested amount. Exceptions can be made, but since the purpose of requests is to support associations in projects/activities that may not always be in the associations' planned budget framework, the student union board generally does not grant requests for fixed assets. Fixed assets refer to materials that the association can reuse, such as office supplies, clothing, furniture, etc.
- If the project/activity is cross-campus. The student union board views positively projects/activities that are inclusive for all students across different campuses (Växjö, Kalmar, satellite locations, and distance students). A cross-campus activity may be granted a higher funding amount than the maximum mentioned above.
- Linnékåren does not grant money for the purchase of alcohol. The board views favorably requests that promote responsible alcohol consumption and an alcohol-free environment.
- The requested amount in relation to the size of the activity. The student union board may consider granting a higher amount for projects/activities that target a larger number of students.
- The quality of the presented counteractions. Counteractions demonstrate how the student association can highlight Linnékåren's involvement/support in the project/activity and/or the student association's ability to offer something in return to Linnékåren for the support provided in the request.

Examples of counteractions could include:

- Publicly acknowledging Linnékåren's support on promotional materials and during the event.
- Offering to help promote Linnékåren's initiatives or events within the student association's network.
- Providing a report or documentation of how the funding was used and the impact of the project/activity on the student community.

These counteractions should go above and beyond what is already outlined in the collaboration agreement between the student association and Linnékåren.

Examples of counteractions that Linnékåren appreciates:

For all student associations:

- Acknowledging Linnékåren as sponsors of the event.
- Promoting Linnékåren's buddy program.
- Promoting Linnékåren's literature scholarship.

For educational associations:

- Encouraging their members to complete course evaluations after finishing a course.
- Promoting vacant student representative positions.

These counteractions show the student association's commitment to supporting Linnékåren's initiatives and enhancing the overall student experience at Linnaeus University.

The process for grants

How the student union board handles requests before, during, and after their meetings:

Before:

An application should be submitted to the Responsible for Student Affairs at least eight weeks before the project takes place and at least 14 days before the upcoming student union board meeting. The student union board meets once a month. Requests for funding that are submitted later than the mentioned timeframes may not be considered at the next student union board meeting.

The Responsible for Student Affairs ensures that the application meets the requirements for consideration at the board meeting.

- If the requirements are not met, the Responsible for Student Affairs sends the application back to the student association. The association then has the opportunity to revise the application and resubmit it.
- If the requirements are met, the Responsible for Student Affairs includes the application in the materials for the board meeting.

During:

The board discusses the application in relation to the perspectives presented in the funding policy.

The board makes a decision regarding the application, which can be approval, remittance, or rejection.

- Approval means that an amount is granted and will be paid to the association.
- Remittance means that the board lacks information to make a decision on the application. The association will have the opportunity to provide additional information, and the application may be reconsidered at a subsequent board meeting.
- Rejection means that the application has not been approved, and the project/activity will not receive funding.

Decisions cannot be appealed. Reconsideration takes place when obvious errors have occurred in the board's decision-making.

After:

As soon as possible but no later than 14 days after the student union board meeting, the board provides a written funding decision that includes:

- Whether the application was approved, remitted, or rejected.
- The rationale behind the board's decision.
- Requirements for counteractions (if any).

- Reporting deadlines to the student union board.
- Counteractions are carried out by the student association.
- All approved requests must be followed by a reporting to the student union board. This is typically done by the student association submitting receipts for the items purchased with the granted funds and providing an overview of how they fulfilled the counteractions.
- In cases where the project/activity is not carried out, the association may be required to repay the granted funds.
- The association submits a report to the Responsible for Student Affairs. The reporting template from Linnek.se should be filled out and submitted no later than 4 weeks after receiving the funding decision. The Responsible for Student Affairs may determine a final deadline for reporting if needed. Failure to report or fulfill counteractions may make the association liable to repay the granted funds.

If the student union board has requested specific counteractions, the association can withdraw their funding request if they do not agree to the counteractions proposed.