



## Association grant criteria

LTKY admits grants to associations that belong to LTKYs associations list. LTKY admits grants for projects, purchases, general activities and assists associations that belong to LTKYs associations list by providing spaces for activities. The Member Services Committee, which consists of members of the representative council, is in charge of bestowing grants. A member of LTKYs council works as a chairperson for the Member Services Committee. Grants given in the previous years will affect the sum of the will be given grant. The Grants are meant to be used on events, projects and purchases which will benefit as many members of the student union as possible.

1. Grants are given three to four times a year. The dates when grants are given will be announced in advance by email and on LTKY's website and grant applications must be submitted by the given date. The Member Service Secretary will review the applications and may request any necessary corrections or additions. Organisations can apply for grants before or after an event or purchase.
2. The number of benefiting members of LTKY and KOE must be stated in the grant application .
3. The grant application must be carefully and objectively filled by using LTKY's official grant application template which can be found on LTKY's website. If the grant application template is not used, the application must clarify the same information that would form the official template. The Member Service Secretary will return poorly filled grant applications to the applicant/association to be fixed before the committee meeting where the grant applications are processed.
4. The event or purchase must be sensibly budgeted and benefit as many LTKY's members as possible. In addition to the general information, the grant application must be accompanied by a separate budget statement. The association or applicant needs to cover at least 50% of the cost of the events or purchase. Events or purchases that are intended to make a profit will not receive funding. It is considered an advantage if the applicant/organisation submits its annual budget and any project plans.
5. Discretionally, the Member Services Committee may also give out general grants to support regular activities if it benefits several members of LTKY.
6. When an organisation applies for a grant they are expected to have a detailed action plan and budget calculations for the whole year. The application instructions are otherwise the same.
7. The member service committee may request additional documents to complete the application if necessary.

Petra Sjögren

Member Services Coordinator

044 293 8819

[jasenpalvelukoordinaattori@ltk.fi](mailto:jasenpalvelukoordinaattori@ltk.fi)

LUT-Yliopiston Ylioppilaskunta

The Student Union of LUT University

Ylioppilastalo, Laserkatu 10, 53850 Lappeenranta

p. 045 261 2670



[WWW.LTKY.FI](http://WWW.LTKY.FI)



## Grants for the use of space in the form of benefits

Associations included in the LTKY's list of associations may use the cellar free of charge as follows:

- The reservation fills an empty reservation space, that is, not on weekends, for example, when there are paying customers in the basement.
- The event, that the reservation is made for, is clean and free of alcohol and in addition to that does not require ordering a separate cleaning.
- The event is open for everyone and as well wholesome
- a reasonable entrance fee may be charged to cover the costs of the event
- The person/association making the free reservation must be ready to move their event for paying customers if the paying customer makes the booking at least 7 days before booked time.
- Special status associations can make reservations for the basement with LTKY members' prices.

## Other facilities and opportunities for the associations included in LTKY's list of associations also operates as follows:

1. There is a possible locker space in the office for storing documents (for example for the associations boards records).
2. The office provides a computer for the use of the list of associations, from which printing on administrative matters is free. Printing other documents will follow normal invoicing.
3. Office meeting room for conference use.
4. The member associations of the list of associations have the opportunity to use the lockers of "Bylsiö". Lockers are borrowed as needed.

**The associations enter into an agreement with LTKY on the other premises of the office and basement.**

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