

Guidelines for applications for grants

I. Decisions

All associations are entitled to apply for grants; applications must be submitted via the Association Coordinator. The Association Coordinator assesses and discusses with the association what may be considered to be a suitable sum to apply for, and the Presidium makes the final decision regarding both the grant and its amount. In the event of the application being for an annual grant, the association applying for the grant presents their application to the Student Union Board, which then makes the decision.

1.1 Decision policy regarding applications for grants

This policy shall be observed for all applications for grants in order to simplify the decision-making process.

- When making a decision regarding an application for a grant, its consequences shall be given careful consideration, as a decision may be seen as both a precedent and a moral, ethical, ethnic, religious, and/or political statement.
- When processing an application for a grant, the extent to which the activity that the application concerns supports the efforts of the Student Union to improve the quality of the education and the study environment, as well as how many students will benefit from this activity, should, among other things, be considered.
- Projects/associations applying for grants from the Student Union shall in all material issued to Student Union members provide information in both Swedish and English.
- When applying for a grant, a plan must be presented, outlining how the grant will be used (budget) and to what extent the grant will benefit the members of the Student Union.
- In drawing up an application, the *Grant Application* document should be used to facilitate the processing of the application by the Board and to make the process of applying easier for the applicant.
- Funds granted for projects that are not completed within the specified timeframe may have to be returned to the Student Union, unless the parties have agreed to other terms.
- At the end of the project/calendar year, a report shall be submitted to the Student Union.
- Decisions regarding grants are made in relation to the budget presented by the association, along with other sources of funding via external actors.
- Applications for grants from Jönköping Student Union should be submitted only after attempts to obtain funding for the association via other sources (membership fees, sponsors, grants, scholarships, etc.) have been made.

2. The decision-making process

2.1 Applications for grants from associations

Associations that have signed a collaboration agreement with Jönköping Student Union are entitled to apply for grants from the Student Union.

2.2 Applications for annual grants

Together with representatives of the association in question, the Association Coordinator shall draw up a proposal for an annual grant for the Board to decide on. The Board decides whether the application is approved, as well as its size.

The representative of the association responsible for the application for the grant must give a short presentation and answer questions before the Board. After this is completed, the Board will deliberate and then make a decision based on *Section 1.1* in the *Guidelines for applications for grants* document. The Board is free to decide on a lower or higher sum than the one stated in the application.

Applications for annual grants must take place at the beginning of the Student Union's year of operations. The purpose to which the grant will be put must be clearly stated in the application. Throughout the rest of the Student Union's year of operations, applications for grants may only be made for individual projects.

The following must be submitted in connection with an application for an annual grant:

- Budget
- Plan of operations
- Membership register, including names and e-mail addresses

Associations that submitted an application during the previous year must present an annual report, clearly stating what the previously awarded grants have been used for, prior to receiving any new grant.

2.3 Applications for grants for an individual project

Associations that apply for grants for an individual project should fill in the *Grant Application* document in consultation with the Association Coordinator, who will make a quick assessment of whether the application meets the criteria and should be passed on to the Presidium. In cases where the Association Coordinator passes on the application for grants, the Presidium makes the decision.

Grant money is to be used for:

- Internal association projects to be undertaken during the year.
- The setting up of newly founded associations that have been approved by the Association Coordinator.

The Presidium makes decisions following deliberation.

2.4 Applications for grants from individual students, committees, or similar bodies

Applications for grants from individual students who wish to carry out a project should be submitted to the Project leader, together with a statement of purpose for the project and a budget that clearly specifies the purpose to which the grant will be put. The decision-making process is the same as that of applications for grants for an individual project made by an association.

A few hints to help you along the road:

- The size of the grants applied for should be adjusted relative to the size of the benefiting group.
- Be prepared to explain the application for a grant and answer questions in relation to it.
- Jönköping Student Union does not grant funds to cover the cost of alcohol.
- Submit your application well in advance of the funds being required.

Glossary

What follows is a glossary, intended to improve understanding and facilitate the use of correct terminology, increasing your chances of success and making it easier to apply for grants.

Application for a grant: A request made to the Student Union for a financial grant to be used for specific activities.

Earnings before interest and taxes (EBIT): Shows whether the business/organisation made a profit or a loss for the period. Money coming in is termed 'revenue', and money going out is termed 'expenditure'; the difference between the two is the 'net income'. A 'balance sheet' shows the actual figures.

Annual report: A written explanation of what the organisation has accomplished during the year, which should include an explanation of what the figures represent. The annual report should also contain facts regarding what was accomplished over the course of the year.

Plan of operations: States what the organisation is planning to work on during the coming year. The basic structure can often be copied from the annual report of the previous year, and changes can then be made for the new one. It is a starting point on which to base operations.

Budget: Presents what is stated in the plan of operations. May often be copied from the budget of the previous year and adapted to the new year. This is also a starting point, and changes may be made to it over the course of the year. In the budget, expected income is termed 'revenue', and costs are termed 'expenditure'. The difference between revenue and expenditure is the expected net income.

The Annual Meeting: The highest decision-making body of the Student Union, consisting of elected Delegates from all of the Schools.

The Board: The Student Union's executive body, which is appointed by the Annual Meeting. The Board is responsible for executing the decisions made by the Annual Meeting. Every year, a certain sum is set aside for applications for grants in the budget.