



Guideline for grants

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Guideline for grants

Background

Stockholm University's student union (hereafter SUS) needs to continue to develop and strengthen its relationship with both associations, councils and union parties, so that more students can be active co-creators on a living campus both at individual and group level. Part of the resources available to SUS to do this is the opportunity to support associations, councils and union parties with grants for their activities.

Aim

These guidelines clarify the basic conditions for how associations, councils and union parties can take part in SUS' allocated funds for Resources to the Campus through various types of contributions to the business.

Support for quality assurance

In order to provide the student-driven engagement at Stockholm University with the best possible conditions, SUS works continuously to create forums and meeting places for knowledge transfer and exchange of experience between associations and councils regarding projects. At these meeting places, it is hoped that inspiration and tips can be shared regarding projects that have been completed and are planned to be carried out. In addition, SUS offers clerical support before, during and after the project application.

Revision

Revision of the current routine is prepared in the management group and decided during the weekly meeting with SUS presidium.

Project grants

Periods for applying for project grants

The work with project support is an important part of SUS's goal of student-driven activities. Therefore, the application periods are integrated into the annual cycle in the following way:

Application period 1, 2/5 -- 12/6:

- For activities during 19/8--14/10

Application period 2, 2/9 -- 29/9:

- For activities during 15/10--31/12

Application period 3, 11/11-- 15/12:

- For activities during 1/1--31/3

Application period 4, 15/2--15/3:

- For activities during 1/4--10/6

Categories

Associations and councils can apply for money within the framework of different categories. The categories help SUS get an overview of the distribution of projects among the applications. There is also a category called "other" for projects that do not fit into any category.

Who can apply for project grants?

- Associations within SUS member cooperation
- Associations at SU with union association status
- The legal association (Juridiska föreningen)
- SUS student and PhD student councils, faculty councils and central councils

What should project grants be used for?

The aim of project grants is to increase the diversity of activities on campus. There is an enormous power of ideas and capacity on campus that SUS must support and promote. As a rule, project grants must always go to activities that promote the community on campus and for the greater student benefit. Grants must, among other things, go to associations and councils that carry out projects and activities that contribute to a vibrant campus and rich social student life, and/or contribute to a qualitative student influence. In Appendix 1, there is more information about the assessment criteria that SUS uses as a guide in how different applications should be weighed against each other in cases where it is not possible to approve all of them.

The project grant should be used to promote the community on campus, excluding certain purposes, for example:

- Purchase of profile products (patches, clothes, overalls, etc.)
- Purchase of alcohol
- Activities for an exclusive group within an area, for example only for a board. This does not apply to separatist events.
- Projects involving medical or holistic treatment
- Travel costs
- Production or updating of graphic material, websites or other digital channels

Controversial events

In cases where associations or councils seek project grants to hold an event where people express opinions that do not conform to SUS's core values, the following applies:

- Submissions during the event that violate the principles of democracy, human rights, non-discrimination, freedom and dignity must not pass unchallenged

- An invitation to participants who can be expected to violate these principles must take place under the premise that the participant's opinion is intended to be questioned and problematized
- An association or a council that wishes to invite such a person must be able to explain their intentions with the invitation

Application

In order to apply for a project grant, it is required that a student, who is registered in a role that is authorized to apply for grants for the association/council, applies via SUS Admin. Only students with a Swedish bank account can apply for grants via SUS Admin. Grant payments to foreign bank accounts may therefore be handled outside SUS Admin according to a separate routine. That the application period is open is communicated in good time to interested parties on campus via email. Applications received after the deadline will not be accepted.

A working group at SUS office is responsible for preparation, implementation and follow-up of the application period. Decisions about project grants within the framework of existing guidelines are made by SUS' Projects and Events Developer and Ombud in association. Interpretation questions regarding the guidelines are referred to the weekly meeting with SUS presidium or the SUS management group.

When a decision is made by the project group, the applicant association /council must be notified of the decision and of the requirements for re-reporting.

Payment

Payment of project grants takes place after the project has been completed. Project report and receipts are uploaded by the association/council on its page on SUS Admin, this must be done no later than two months after the completed project. The association/council must inform the person in charge at SUS via email that the documentation has been submitted.

SUS' Projects and Events Developer and Ombud approve the project report if it is complete. The team leader certifies the payment of project funds up to SEK 20,000, in other cases the operations manager certifies. After certification, the finance manager is responsible for downloading payment lists from SUS Admin and payment takes place within two weeks.

Associations or councils that are newly started or lack assets for other reasons have the option of receiving an advance payment of a maximum of SEK 1,500.

SUS requirements regarding application, implementation and reporting

Application

The following must be clearly stated in the application:

- Which category the event falls into

- What is the goal of the event
- What budget the event has
- Who the event is aimed at

The applicant must agree that alcohol may not be purchased with project money and that the activity may not discriminate or harass anyone because of gender, ethnic affiliation, religion or other belief, gender identity or expression, sexual orientation, age or disability.

SUS must have the option to set requirements that the event is only available to SUS members.

Implementation

In the marketing/distribution of the event, it must be stated that SUS are co-producers. Evidence of this must be attached in the report after the event has been completed.

The association/council must receive approval from the SUS office if the project is moved forward and notify the SUS office if the project is cancelled.

Reporting

All events must be reported back to the SUS office. The reporting must contain:

- How the event went
- How many participated
- Any challenges with the project
- Financial outcome
- Receipts for all expenses

All items purchased for the project contribution and which can be used by another association/council must be handed over to SUS. This could be, for example, games or barbecues. In case of uncertainty, contact your contact person at the SUS office.

Sports grant

Under the condition that Stockholm University (SU) annually allocates an amount for student sports, SUS contribute 95 percent of the amount to SSIF as support for student sports at Stockholm University. The remaining 5 percent is distributed by SUS each year in the form of sports grants to committed students, associations and councils on campus upon application from them. SUS wants to enable greater involvement among associations and councils to engage themselves and their fellow students physically. The contribution is partly to be seen as a complement to SSIF's operations and partly as an opportunity for existing operations and activities to be broadened and developed.

The sports grant can be used for, among other things:

- Purchase of materials to enable sports (for example, clothes and equipment that stay in the association)
- Costs for ongoing operations (hall or floor rent)
- Travel costs, for example, tournaments or training camps

The sports grant cannot be used for:

- Clothes and shoes that have been personalized through, for example, embroidery
- Hotel costs

The grant may of course also be used for temporary projects or training opportunities. However, it is important that the money is only used to enable cheaper or free training for students at SU. Non-students are welcome to participate, but the purpose of the grant is to further make and broaden the activities for students.

As many people as possible should have access to the grant, therefore informal associations of students also have the opportunity to apply for the grant.

The budget space for the sports grant is allocated to received project applications that meet the requirements above, following a decision by the business developer and the representatives.

Application, processing and payment

See above about project grants.

Operating grants to union associations and councils

The purpose of the operating grant is to support union associations and councils to conduct basic democratic operations. The grant is a fixed sum of SEK 500 per term and all union associations and councils are entitled to this grant. The term in this case is counted between 1/1--10/6 and 1/7--31/12.

Application, processing and payment

The application for operating grants is made through SUS Admin by a student who has authorization in SUS Admin to apply for grants on behalf of the association/council. Only students with a Swedish bank account can apply for grants in SUS Admin. Grant payments to foreign bank accounts are handled outside SUS Admin according to a separate routine. In the application, a board protocol must be attached with a decision that the applicant student has been assigned to apply for the grant.

Business grants can only be applied for one semester at a time, the grant cannot be applied for a semester that has already passed.

Decisions to grant or reject applications for operating grants are made by SUS' Projects and Events Developer and Ombud. The team leader certifies payment and the financial manager is responsible for downloading the budget items and handling the payment of grants.

Operating grant to union parties

The purpose of the party contribution is to support the union parties to campaign before the union election. The grant is a fixed sum of SEK 5,000 which is paid out once a year.

Application, processing and payment

Party representatives apply for operating grants (party contribution) via SUS Admin. The Electoral Committee examines, approves and certifies the grant applications in the second stage. It is the project manager for the student union election who first reviews applications received in SUS Admin and informs the election committee that the application has been received. In order for union parties to be able to apply for the grant, they must have been registered and approved by the electoral board. This must take place five weeks before the first day of the student union election.

Reporting

The union parties report the support no later than ten calendar days after the union election to the election board via a form on the SUS website. External support must be reported in the report.

Appendix 1 Routine for how SUS assesses applications for project grants when more have been received than budgeted for

Aim

The purpose of this routine is to guide SUS in how different applications should be weighed against each other in cases where we are not able to approve them all. Through the routine, clarity is created for both SUS employees and the associations/councils about what increases the chances of a project grant being approved. It is also a step in ensuring the quality of the applications. In order for a project grant to be approved, they must meet the requirements listed in the document above.

Basis of assessment

In this section, a number of different points are presented that affect a applications' chances of being approved. The points are not ranked. We consider the following points to increase an application's chances of being approved:

- **Student benefits:** Activities that lead to a more qualitative and social study time
- **Feasibility:** Activities that are judged to have a greater chance of being implemented
- **Relationship to SUS's impact issues:** Activities that strengthen SUS's work with impact issues
- **Budget:** Activities with a clear and realistic budget
- **New associations and councils:** Activities organized by associations and councils that have not previously organized activities, as well as activities aimed at students who are less often covered by activities. Here it is good to bear in mind that there should be a good spread of activities between the faculties. Associations and councils that previously received a lot of project support end up lower in the priority order,
- **Inclusion:** Activities that are adapted so that one can participate regardless of, for example, disabilities
- **Unique:** Activities that offer something SU and SUS don't usually offer
- **Openness:** Activities that enable as many people as possible within an association or a council's area of activity to participate
- **Sustainability:** Activities that have a sustainability perspective and where measures are taken to reduce the activity's climate impact. For example, by offering plant-based food.