

**CITY OF KUOPIO GRANT
GUIDELINES FOR
SUPPORTING CIVIC
ACTIVITIES IN THE SERVICE
AREA OF WELL-BEING
PROMOTION
starting 1 January 2025**

General principles

The City of Kuopio reserves an annual appropriation in the City budget to support civic activities in Kuopio.

To support civic activities, the City of Kuopio provides discretionary grants for Kuopio-based associations/operators whose registered domicile is in Kuopio or for applicants whose activities, for which the grant is intended, take place in Kuopio.

Grants are awarded as general grants, workspace grants for artists, production grants for Our Kuopio projects, training facility grants for ice sports, and partnership grants.

The goal is to:

- Support and diversify services that promote the well-being of residents
- Enable collaboration between the City and various operators
- Emphasise the importance of free civic activities and pluralism
- Strengthen community spirit and volunteer activities
- Increase active recreational pursuits
- Enhance well-being and partnerships
- The activities supported by grants must support and complement the implementation of the City's strategic objectives.

General criteria:

- A grant is always discretionary and a part of co-financing.
- Operations receiving grants must support the City's service offerings that promote well-being. When awarding grants, attention is given to the societal and current relevance of the supported activities as a complement to the City's services
- Grant recipients are expected to operate in an environmentally friendly, responsible, sustainable, equitable, and inclusive manner, while promoting well-being
- The application must be submitted through the electronic system by the deadline, late applications will not be processed
- Grant recipients must announce public events organised with the awarded grant in the Kuopion Seinä event calendar at www.kuopionseina.fi
- The City of Kuopio must be mentioned in connection with events and activities when the City is a funding partner, as well as on the recipient's website.

Grants are not awarded for

- Events and projects that generate profit for purposes other than public-service activities in sports or arts, or to operators whose purpose is commercial activity, with the exception of workspace grants for artists
- Activities that the City procures as purchased services
- Publishing
- Study and recreational trips, or trips abroad
- Rents for City-owned facilities where usage fees have already been subsidised
- Services produced by the City itself
- Activities that conflict with the values upheld by the City. The grant may not be awarded for the pursuit of unethical or illegal activities.

Grant application periods

The grant application periods will be announced primarily on the City's website www.kuopio.fi and through a public notice.

Processing of applications and decision-making

After the application period ends, grant applications will be processed as stipulated in the operating regulations of the service area. The applicant will be sent a decision, including information on the right to appeal, via email. The City may set special conditions on the use of the grant, which will be communicated to the grant recipient when the grant is awarded. The grant can be used only for the purpose described in the decision. If the purpose of use is not specified in more detail in the grant decision, the grant must be used for the purpose stated in the application.

Payment of grants

Grants will be paid as specified in the grant decision once the decision has become legally binding, unless the decision specifies a different payment schedule or sets conditions for the payment of the grant.

The grant recipient may, if necessary, apply for a grant advance before the actual decision-making, the advance may not exceed 50% of the previous year's grant.

Change of purpose

The City of Kuopio may, for a specific reason and upon the grant recipient's application, change the purpose of the grant. The application must be submitted in such a way that the decision on the change of purpose can be made well before the end of the year.

Repayment and recovery of grants

If the granted funds cannot be used for the intended purpose, the recipient must return the paid grant or part of it to the City of Kuopio.

If the need for a grant ceases, the applicant must notify the City of Kuopio in writing in order to suspend payment and cancel the decision.

The City of Kuopio may, by decision, order the payment of the grant to be terminated and the grant already paid to be recovered.

In addition, the payment and monitoring guidelines for grants issued by the City shall be complied with.

General grant

The general grant is intended for activities in accordance with the association's plan of operations.

- primarily targeted at the activities of children and youth under 20 years of age in Kuopio
- regular (weekly/monthly) activities that promote the well-being of elderly people aged 65+
- Support is provided to operators that receive other grants dependent on the City's support (e.g., STEA, OKM).

In addition, the following will be supported within the budget limits:

- resident and village associations
- cultural and heritage associations that own real estate, such as a museum or a village hall.
- activities related to helping the most vulnerable, such as food aid organisations
- public health and patient associations, if not supported by the wellbeing services county
- associations that promote multiculturalism
- associations with special significance for overall security and resilience of the residents
- other public-service associations specifically focused on promoting community spirit or civic activities
- regional differences and challenges will be taken into account

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General grants are not awarded for:

- Parents' associations of schools, trade unions, student organisations
- Associations operating as adult education centre groups

The following attachments are required for the general grant application:

- operational plan and budget for the year for which the grant is being applied
- annual report, financial statement, and auditor's/operations inspector's report for the previous year must be submitted as soon as they are completed
- excerpt listing the individuals authorised to sign on behalf of the association
- the statutes of the association, if the applicant is new or the statutes have changed

Workspace grants for artists

- the application may be submitted by a full-time professional artist in the field of visual and applied arts whose municipality of residence and taxation is Kuopio
- the grant is allocated to cover rental costs of a workspace in Kuopio
- annual earned and capital income must not exceed the annual working grant awarded by the state to artists
- the maximum annual rent to be considered is 2,000 euros
- the grant is calculated using proportional allocation (considered rent / total sum of all considered rents x the amount to be distributed).
- attach a copy of the rental agreement or rent receipts and your most recent tax certificate

Our Kuopio production grants

Our Kuopio festival is the city festival of the people of Kuopio. It is held annually in August and coordinated by the City of Kuopio's civic activities services. The events spread across the city during the festival, from suburbs to rural areas. Anyone can participate in the events as an attendee or create their own event! As a rule, events are free of charge and open to all.

The production grant for Our Kuopio festival is granted to cover the costs of organising events in Kuopio during the festival. The granted funds can be used to pay for materials, marketing, and fees, among other things.

Production grant can be applied for a single event or a series of events. Production grant for a series of events is applied as a whole. No separate grant will be awarded for sub-events.

Production grant is a part of co-financing. The applicant may be, for example, an individual, a team, an association, or a company (e.g. businesses in the arts and culture sector). When the applicant is an unregistered team, a representative of the team acts as the applicant. Businesses can also apply for support, as long as the event is not for profit.

Production grant is granted for an event that is:

- Open to all, free of charge, accessible, alcohol-free
- The event promotes inclusion, community spirit, diversity and equality
- The event complements local cultural, sports, or event offerings
- Novelty, unexpected encounters, and a resident-centred approach are considered advantages, as is professional expertise in creative industries

In addition, when the applicant is a (full-time) creative artist/entrepreneur/team/cooperative/association, the following are considered advantages:

- Quality of the applicant's artistic production
- The content's suitability and appeal for the Our Kuopio festival
- The applicant's experience in accounting for community spirit, inclusion and equality

No production grant is awarded:

- for events related to the organisation's core activities
- for exhibitions
- for services, equipment purchases, recordings and publications
- if the event has received some other support or assistance from the City
- for profit-making commercial activities

It is the responsibility of the event organiser to take care of event permits, e.g. event registration, copyright fees, security plan.

Ice sports training facility grant

- The grant may be applied for by Kuopio-based registered associations
- The awarded grant is determined based on the relative proportion of the eligible training facility rents. The subsidised percentage depends on the number of applications and the size of the allocated budget.
- The indicative target subsidy level for ice sports facility costs for children and youth (under 18 years) is 60–70% of the costs.
- Eligible costs include the rent for the use of the rinks for games and training. The costs of separate training camps are not accepted.

Applying for a grant advance

An association can apply for a grant in advance before the actual allocation decision is taken. Grant advances may be applied for by registered associations based in Kuopio whose activities are aimed at ice sports for children and youth (under 18 years of age) and who have been granted training shifts.

Applicants eligible for advance may be paid up to 70% of the budget allocated to the training facility grant for the year in question. If the advance payment exceeds the final training facility grant, the City will recover the excess.

Partnership grant

Partnership grant criteria:

Partnership grants are aimed at organisations operating in the Kuopio area, with agreements drawn up for a three-year period. Professional operators who receive, for example, state funding, STEA grants, or other external funding, may apply for partnership agreements.

The application for a partnership agreement is conditional.

In order for the new partnership agreement application process to proceed, the City of Kuopio's budget must include an annual allocation for grants and partnership agreements.

If the obligations mentioned in the agreement cannot be fulfilled due to reasons attributable to one of the parties, the parties may terminate the agreement.

- The applicant must be a legally competent association or community.
- The applicant organisation is domiciled in Kuopio or its area of operation is Kuopio.
- The applicant community has a business ID
- The applicant's operations in Kuopio are professional, long-term and continuous.
- The applicant's operations are well established and easily accessible
- The applicant has also received other funding for the operations, the City's support is always a part of co-financing.
- The applicant's activities are mainly year-round
- The applicant's activities take into account the priorities of Kuopio's urban strategy and the Happy and Healthy Kuopio programme.

General principles of partnership agreements:

- a partnership agreement is a contract between the City of Kuopio and a community, with the shared goal of enhancing the well-being of Kuopio residents
- contract negotiations are held with the applicants, during which the forms and goals of the cooperation are defined for the parties involved
- the partnership agreement is discretionary
- the Board for the Promotion of Wellbeing decides on partnership agreements

If the applicant is not awarded a partnership agreement with the City of Kuopio, the community may apply for an annual general grant from the City of Kuopio.

