

ESN Finland General Fund Guidelines

As decided at NA Online II 29.05.2023

1. General information

- 1.1. The ESN Finland General Fund is a financial fund that can be applied by the sections and ESNers of ESN Finland. It is meant to provide additional support for travel or project expenses related to ESN activities in the situations when **there are no other sources of funding**.
 - 1.1.1. The Fund consists of financial means received from sponsors and/or other sources.
 - 1.1.1. The total provision from the DNA contract is automatically transferred to the General Fund account.
 - 1.1.2. The National Assembly (hereafter NA) must approve other means submitted to the Fund.
- 1.2. The General Fund is administered by the ESN Finland National Board (hereafter the NB) and the reimbursements are made based on an application or according to a decision made by the NB.
 - 1.2.1. The reimbursement can cover **8%-100%** of the actual costs. The NB decides the percentage separately each time based on the evaluation criteria presented in Section 6.
 - 1.2.2. The NB is in charge of receiving and evaluating the applications. In case of a national level application, a designated body appointed by the NB evaluates an application.
 - 1.2.3. The applicant is responsible for following the procedure of applying and getting reimbursed;
 - 1.2.4. The NB Treasurer is responsible for reimbursing the applicants;

2. Types of travels or project that are eligible for reimbursement

- 2.1. Funding from the General Fund can be applied for projects or travel costs.
 - 2.1.1. Local boards and active members (hereafter referred to as the local level), as well as national coordinators, national board members, and members of the Arbitration Board (hereafter referred to as the national level) both can apply for both travel and project funding.

- 2.1.1.1. Primarily the travels and projects of the national level applicants should be covered by the NB's budget, but in case the event is not budgeted or the budget is exceeded, the national level volunteers are eligible to apply to the General Fund.
- 2.1.1.2. Local sections can apply for a cross-section project funding in case a project implies a collaboration of two and more ESN sections and at least one of the sections is located in Finland.
- 2.2. The projects eligible for funding can for example be events for students or ESN volunteers, e.g. cultural events and trips, trainings, location rents and food expenses or once-incurring costs like purchasing flags, board t-shirts or office supplies etc.
 - 2.2.1. **The project fund cannot be used to finance parties, regular events or purchases** that will be sold to third persons, e.g. overall patches or ESN gadgets.
 - 2.2.2. Maximum reimbursable amount for project funding applications is **1 000 euros per project**.
- 2.3. Travel funding can be granted for statutory and non-statutory ESN meetings and events, such as EGM, National Assemblies, Regional meetings, committee meetings, meetings with other sections, ESN International conferences, Eduk8 trainings or other travels that benefit the section or ESN Finland, e.g. meetings with sponsors or training days. The funding can also be applied to cover participation fees of these events. Party events, or those assimilated as party events, are not eligible for the General Fund.
 - 2.3.1. Maximum reimbursable amount for travel funding applications is **500 EUR per participant per trip**. The NB may overrule this maximum amount if they deem it necessary (for example, in the case of EGM).
 - 2.3.2. In case a local board member or an active member is applying the application needs to be approved by the same local board before the application is sent to the NB.
 - 2.3.3. The maximum amount for travel reimbursements for ESNers of the national level is **80% of the costs**.

3. Conditions of acceptance of an application

Required documents

- 3.1. The application must contain the documents outlined in points 3.1.1. and 3.1.2.
 - 3.1.1. For the local level applications (travels or projects):
 - A filled application form ("Travel funding" or "Project funding" depending on the purpose) including the motivation letter;
 - Financial information of the section
 - o Budget for the on-going financial year
 - o Most recent approved financial statement = Income Statement + balance sheets
 - Proof of financial support requested from other organisations, if applicable (copy of the decision or other documents stating the situation)

- In case of an event, an estimated cost calculation, which shows all the incomes and expenses related to the event
- Proof of support from the local board (e.g. an email or signed document from the president) where the applicant obtained their ESN membership containing the information on why the section cannot support the applicant

3.1.2. For the national level applications (projects and travels):

- A filled application form including the motivation letter;
- Financial information of the National Board
- Budget for the on-going financial year
- Most recent approved financial statement = Income Statement + balance sheets
- An estimated cost calculation, which shows all the incomes and expenses related to the event
- Proof of support from the National Board (e.g. an email or signed document from the president) containing the information on why the NB cannot support the applicant and comments regarding the applicant's contribution to the national level

3.2. The ESN Finland Board can also decide on their own about supporting a section without any prior applications.

3.2.1. The support can't be given in a form of "boost-money", as the payment will be done only and exclusively against receipts. The fund cannot be used as a reward fund under any circumstances. All the payments must be justified and documented, and the report with the amounts and justifications must be included in the financial statement of ESN Finland and presented to NA once per year during the presentation of past year's financial report.

Deadlines

3.3. The application must be sent at any point **no earlier than 30 days before and 30 days after** an event or project taking place.

3.4. The decision will be taken within **45 days** from the submission of the application. The NB has a right to request additional information.

Application limitations

3.5. Number of accepted applications per section:

- A section cannot receive more than **2 project reimbursements** per ESN Finland's financial term (1st June to 31st May)
- A section cannot receive more than **4 travel reimbursements** per ESN Finland's financial term (1st June to 31st May)
- A section cannot receive more than **1 project reimbursements for cross-section projects** per ESN Finland's financial term (1st June to 31st May)

- 3.6. ESNers of the national level can only receive funding **2 times per ESN Finland's financial term** (1st June to 31st May).
- 3.7. **The NB has a right to reject an application.** In the case of rejection, a reasoning must be explained to an applicant by email.

Conditions to accept an application

- 3.8. Conditions of acceptance for the sections:
 - Having fulfilled their duties as ESN members in paying the membership fee, submitting the section questionnaire on time and acting in accordance with the principles and values of ESN within the past 12 months.
 - Having participated or delegated their vote in all the National Assemblies of the ongoing ESN Finland's financial term (1st June to 31st May).
- 3.9. Conditions of acceptance for ESNers of the national level:
 - Having actively participated in the work of their section or ESN Finland in general within the past 12 months (if the activity is not inherently obvious, the applicant might be requested to provide proof, e.g. an email from the section).
 - Fulfilling tasks and responsibilities of their national level position since the beginning of their mandate. A proof of active involvement and evaluation of the position-related contribution must be confirmed by the NB in the support letter.
- 3.10. In case of multiple roles, the most relevant role to the event applies for the procedure of the General Fund application; for example a local board member who's also an Eduk8er. The NB may apply its own interpretation on the role of a person in case the role is, within reasonable doubt, different than informed in the application.

4. Conditions of reimbursement

- 4.1. The applicant must submit the following documents to the ESN Finland Board **within 30 days after the approval of the General Fund application or 30 days after the last day of the travel or the event** (the longer deadline will be applied in benefit of the applicant):
 - The reimbursement form filled completely according to the Guidelines
 - Scans of the original invoices of all the travels filled in the reimbursement forms
 - Scans of the original boarding passes or tickets for the travel
 - Scans of the original receipts of all the purchases that are to be reimbursed
 - A short report (max 500 words) of the event outlining obtained knowledge and benefits of the event/project for the local section and/or ESN Finland
 - Fulfilling other requirements set by the NB if requested
- 4.2. The applicant will not be reimbursed if the conditions are not fulfilled. The Treasurer will reimburse the applicant **within 14 days after receiving all requested documents.**

5. Evaluation of an application

5.1. For travel funding, the NB will make a decision on the application based on their judgment of the application and the circumstances by using a scoresheet with a maximum score of 25 points.

5.1.1. Each NB member scores the application according to the following criteria with a scoring range 0-5, where 0 is the lowest score and 5 is the highest score.

5.1.1.1. Application quality (0-5)

- The application includes all necessary documentation and information
- The application meets all of the requirements of the General Fund
- The application is well-written and organized
- The application contains sufficient and concise argumentation avoiding irrelevant details
- The application convey a professional and polished image of ESN and its members

5.1.1.2. Relevance and significance (0-5)

- The ESN position of the applicant fully corresponds with the goals of the event
- The application clearly articulates the purpose and objectives of the event
- The application demonstrates a potential of significant local and/or national impact either in the short-term or long-term
- The application demonstrates a potential to contribute new ideas, methods and facilitate positive change in the community
- The knowledge gained from the event contributes to ESN causes

5.1.1.3. Activeness and contribution to ESN (0-5)

- The application demonstrates that the applicant actively participated in local/national ESN events
- The applicant has a history of collaboration and positive engagement with other ESNers
- The applicant fulfils tasks and responsibilities of their ESN position
- The applicant made meaningful contributions to the ESN community, such as organizing events, mentoring new members, or developing new programs or initiatives for the organization
- The applicant demonstrates a commitment to ESN values and mission, and their personal goals are aligned with those of ESN

5.1.1.4. Personal motivation and interest (0-5)

- The application clearly articulates why the applicant wants to attend the event

- The application provides evidence of the applicant's involvement/experience in the area of the event
- The application demonstrates a strong commitment to making the most of the opportunity
- The application explains how the event could benefit the applicant personally/professionally
- The applicant demonstrates an understanding of the event itself, such as its purpose, format, and potential outcomes

5.1.1.5. Budget and financial situation (0-5)

- The application clearly demonstrates lack of funding from the local/national ESN budget
- The applicant explored alternative funding sources and have been unable to secure them
- Proposed budget for the event is detailed, realistic and clearly defined
- The application considers special financial needs related to the size of the section, geographic location and/or access to transportation
- The application considers sustainable travel options in the best possible way

5.1.2. For each subscore, the rounded average is taken and summed to attain the total score.

5.1.2.1. The reimbursed percentage of costs for local board and active members is determined as: $100\% \times (\text{total score} \div 25)$. The maximum percentage is 100 %.

5.1.2.2. The reimbursed percentage of costs for ESNers with a role outside the local level is determined as: $80\% \times (\text{total score} \div 25)$. The maximum percentage is 80 %.

5.1.2.3. The reimbursed percentage is rounded up to the nearest integer.

5.2. For project funding, the NB makes a decision based on its best judgment of the application, following as closely to the criteria set for travel funding (6.1), but without drafting a score.

5.3. The decision on the application will be made **within 45 days** from receiving the application. The decision will be informed to the applicant via email.

5.3.1. If the applicant needs a decision sooner than this, they can request the NB to process the application as "urgent" with a written notice made out to the entire NB, in which case the NB makes a decision on it in the next NB meeting. However, if to the best of judgment of the NB the application is not considered urgent, the application will be processed within the normal deadlines and the applicant is informed of this.

6. Specifications and exceptions to the General Fund Guidelines

- 6.1. The fund is open only to the sections of ESN Finland and their members. A candidate section can apply for the funds only after being officially accepted as a section.
 - 6.1.1. In case of cross-section cooperation with other ESN countries, **the applying section must be from ESN Finland.**
- 6.2. Late applications will not be accepted unless the application is late for reasons not caused by the applicant.
- 6.3. If the applicant is on the waiting list for an ESN event or meeting when applying for the Fund, the NB will submit their decision with a condition that the applicant is accepted to the event.

7. Appealing against the decision

- 7.1. In case of arguments against the decision **the applicant can appeal** to the National Board **within 30 days** of receiving the decision. The NB will reopen the case and inform the applicant about the final decision **within 14 days** from receiving the appeal.
- 7.2. An applicant not satisfied with the result of the appeal to NB **may submit an appeal to a designated body** appointed by the NB **within 14 days of the NB revision**. The body will reopen the case at its next meeting to either agree or disagree with the decision of NB. The body may disagree with the decision only if one of the following conditions is met (if not, they must agree to the NB decision):
 - 7.2.1. The body confirms the latest decision of the NB
 - 7.2.2. The body grants 20% higher reimbursement than what the NB decided,
 - 7.2.3. The body proposes to give 100% of reimbursement, or
 - 7.2.4. The body proposes not to reimburse anything.
- 7.3. **The reimbursement needs to be made within 30 days** of receiving the decision on the latest appeal **or 30 days after the event** or project has concluded (the longer deadline is applied).

8. Further information

- 8.1. Further information can be obtained by contacting the ESN Finland Treasurer treasurer@esnfinland.eu or the NB board board@esnfinland.eu.