

ESN Finland General Fund Guidelines

As decided at NA Posankka 27.10.2024

1. General information

- 1.1. The ESN Finland General Fund is a financial fund that can be applied to by the sections and individual 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** available or applicable.
 - 1.1.1. The Fund consists of financial support received from sponsors and/or other sources.
 - 1.1.1.1. The total provision from the DNA contract is automatically transferred to the General Fund account.
 - 1.1.1.2. The National Assembly (hereafter NA) must approve other finances 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. Each application is either accepted or declined based on how well the application meets 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 Board application, a designated body appointed by the NB evaluates the application, preferably the local community (LCM) of presidents or treasurers.
 - 1.2.3. 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 to for projects or travel costs.
 - 2.1.1. Any volunteer of ESN Finland can apply to both travel and project funding. These volunteers include at least local board members and active members and other local volunteers - (henceforth referred to as the local level), as well as national coordinators, national board members, members of the Arbitration Board and members and chairs of committees of ESN Finland, like NEvCo and ComFI (henceforth referred to as the national level).

- Primarily the travels and projects of the NB members and National coordinators should be covered by the national budget, but in case the event is not budgeted or the budget has been exceeded, these volunteers are eligible to apply to the General Fund.
 - 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 rent 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 merchandise.
- 2.2.2. The 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 for to cover participation fees of these events. Party events, or events that appear as such, 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. When a local level volunteer is applying, the application needs to be approved by the same local board before the application is sent to the NB.

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;
 - If requested by the NB:
 - 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 the case of an event, a budget proposal, which shows all the incomes and expenses related to the event
 - Proof of support from the local board where the applicant obtained their ESN membership, in the form of the vote results from a vote on support for the application, naked in a signed letter or email. The support letter or email should also contain information on why the section cannot support the applicant
- 3.1.2. For non-NB national level applications (projects and travels):
- A filled application form including the motivation letter;
 - In the case of a project, a budget proposal which shows all the incomes and expenses related to the event or project.
 - An estimated cost calculation, which shows all the incomes and expenses related to the event
- 3.1.3. For NB national level applications (project and travels):
- A filled application form including the motivation letter;
 - If requested by the appointed body:
 - The national budget of the ongoing financial year,
 - The most recent approved financial statement = income statement + balance sheets
 - In the case of a project, a budget proposal which shows all the incomes and expenses related to the event or project
 - Proof of support from the National Board, in the form of the vote results from a vote on support for the application, marked in a signed letter or email.
- 3.2. The ESN Finland Board can also decide on their own to support 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. In the case of travel funding, the application must be sent at any point **no earlier than 90 days before and 30 days after** the trip.
- 3.4. In the case of project funding, the application must be sent before the project or event taking place and no earlier than 180 days before the project or event taking place.
- 3.5. If the decision on the application is to be taken by the NB, it will be taken within **14 days** from the submission of the application. The NB has a right to request additional information.

- 3.6. If the decision on the application is to be taken by a body appointed by the NB, it will be taken within **30 days** from the submission of the application. The appointed body has a right to request additional information.

Application limitations

- 3.7. Number of accepted applications per section:
- A section cannot receive more than **2 project reimbursements** per ESN Finland financial term (1st June to 31st May)
 - A section cannot receive more than **4 travel reimbursements** per ESN Finland financial term (1st June to 31st May)
 - A section cannot receive more than **1 project reimbursements for cross-section projects** per ESN Finland financial term (1st June to 31st May)
- 3.8. ESNers of the national level can only receive funding **2 times per ESN Finland financial term** (1st June to 31st May).
- 3.9. **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

- 3.10. Conditions of acceptance for the sections:
- Having fulfilled their duties as ESN members by 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).
 - Having no more than two warnings from ESN Finland and/or ESN International in total at the time the application is submitted.
- 3.11. Conditions of acceptance for ESNers of the national local 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.
- 3.12. 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 14 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 receipts of all the purchases that are to be reimbursed
 - If requested, 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 all requested documents were received and approved by the NB.**

5. Evaluation of an application

- 5.1. The NB will make a decision on the application based on their judgment of the application and the circumstances on a pass/fail basis.

5.1.1. Application quality

- 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 conveys a professional and polished image of ESN and its members

5.1.2. Relevance and significance

- 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

5.1.3. Activeness and contribution to ESN

- 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

5.1.4. Personal motivation and interest

- 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

5.1.5. Budget and financial situation

- 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

5.2 The decision will be informed to the applicant via email.

5.3 In case an application is rejected, the decided body, NB or body appointed by the NB must clarify which of the criteria in section 5.1 was not met.

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.

6.4. In case the financial situation of an applicant for travel funding does not allow them to cover participation fees and travel expenses upfront, they can request for the NB to book their travel and pay their participation fee directly, after their application has been accepted. In this case, pictures of the event and copies of boarding passes should be provided to confirm the applicant's attendance in the event they applied for.

7. Appealing against the decision

- 7.1. In case of arguments against the decision **the applicant can appeal** to the National Board **within 14 days** of receiving the decision. The NB will reopen the case and inform the applicant of 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, most preferably the local community (LCM) of presidents or treasurer, **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 with the NB decision):
- 7.3. **The reimbursement needs to be made within 14 days** of receiving the decision on the latest appeal **or 14 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 NB at board@esnfinland.eu.